



Helping to make your workplace a safe place
www.MySafetyPoint.com

ISSUE HIGHLIGHTS:

EMPLOYEE SAFETY ORIENTATION TRAINING

As hard as you might try to keep employee turnover to a minimum, the inevitable is bound to happen eventually. When it does, we want you to be prepared and start all new employees off on the right foot. You can do so by placing an emphasis on the importance of safety in the workplace.

To achieve a work environment that develops a good safety attitude in employees and provides required introductory safety training, a formal method of employee safety orientation training is required.

(See full article at right)

EMERGENCY ACTION PLAN

An Emergency Action Plan (EAP) dictates the actions that should be taken by the employer and employee in the case of an emergency evacuation in the workplace. An EAP is required by OSHA for any facility requiring personnel to evacuate when a fire alarm is sounded.

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Employee Safety Orientation training is to include a description of the company safety program, safety policies, and safety rules; how and when to report injuries and unsafe conditions or practices; how to report emergencies; a description of the company's hazard communication program; and a description of the safety committee plan and their responsibilities.

Businesses that utilize temporary or part-time employees must ensure that these employees are not overlooked and are provided with safety orientation training.

At the work level, employees need to be provided with training on:

- The safe operation of tools, machinery, and equipment that they will be operating.
- Safe procedures for completing jobs or duties that involve hazardous chemicals or materials.
- How to work safely around other employees who are involved with hazardous operations.
- Proper use of personal protective equipment and when the equipment is required.
- Proper lifting techniques and procedures.
- The types of equipment that require supervisory authorization prior to operation (i.e. fork lifts).
- Evacuation from the workplace in the event of an emergency.
- How to use fire extinguishers or firefighting equipment within their work area.

By establishing an employee safety orientation program, management is demonstrating a commitment to the worker's safety and well-being. It forms the basis of the safety culture desired by management from the first day of work for new employees.



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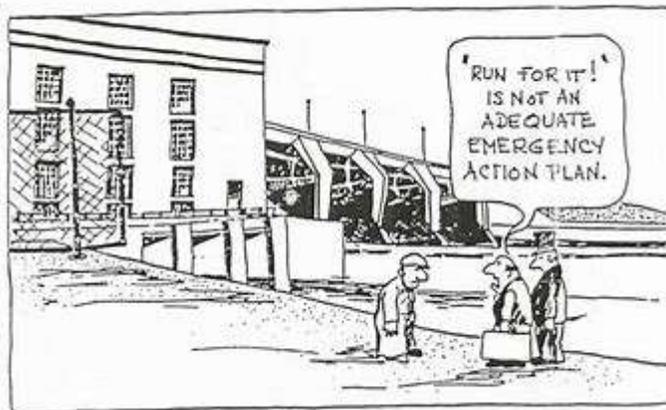
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An emergency action plan must be in writing, kept in the workplace, and available to employees for review. If an employer has 10 or fewer employees, they may communicate the plan orally to their employees.

An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

An emergency action plan must include at a minimum:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including type of evacuation and exit route assignments
- Procedures to be followed by employees who remain to operate critical operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.



WHY HAVE AN EMERGENCY EVACUATION PLAN?

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

FACILITY EVACUATION PROCEDURES

Customers, vendors, and suppliers are visitors to a building and may not know the proper procedures to follow during an emergency. The facility manager is responsible for providing pertinent information at the time of the evacuation to ensure that everyone evacuates the building in a safe manner.

References: MySafetyPoint Technical Bulletin

For more information on Health and Safety related issues affecting workers, visit OSHA's Website at www.osha.gov and MySafetyPoint at www.MySafetyPoint.com

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