



ODFW Safety and Health Orientation for New Employees (Notes for the Supervisor)

Appropriate safety and health training must be done prior to engaging in an activity where the training knowledge is needed.

Safety and health topics should be covered in the first week of employment. Supervisors should prioritize what safety information is communicated to the new employee making sure that hazards at the worksite that could result in serious injuries are covered. This includes the site's emergency response procedures. Typically these are straightforward and should be covered in writing. The emergency plan should include all identified hazards at the site including, but not limited to fire, medical, or spill emergencies. ODFW facilities located on the coast should include tsunami evacuation procedures with safe areas identified. Another topic that should be covered the first week is Hazard Communication. This should be delivered early so the new employee can access data on any hazardous materials at the site and how exposures are mitigated.

Managers and Supervisors should train new employees on the most pressing safety issues the first week. It is important that all safety **training be documented and a record maintained in the employees training file on site and in i-Learn.**

Most safety and health training lends itself to be done "as needed" or "just in time." For example, if employees will not be operating or working in close proximity to cranes or forklifts, then they don't need to be trained on those topics. If a supervisor wants an employee to operate a forklift (for example) at a later time, then it's up to the supervisor or other "competent person" to train, test and supervise the employee to assure that he/she is proficient at operating the forklift.

Training materials will vary depending upon the topic. The ODFW Safety Information website has a lot of material of many safety topics in the form of handouts, Power Point modules or self-paced modules. For site-specific equipment such as chainsaws or electro-shockers the operator's manual is a great source of safety and operational information.

It is then up to the trainer to assure that the employee is proficient in its operation. This assurance would be determined by supervising and observing the employee.

It is highly recommended that a written training outline for site-specific equipment be developed. This outline needn't be lengthy and can be written as an operational procedure for the equipment. Putting the procedure in writing helps assure that the same information is provided to all people receiving the training.

The Safety and Health Manager has developed materials for some OR-OSHA required training. These include Hazard Communication, Lockout/Tagout, Personal Protective Equipment, Respiratory Protection, and Bloodborne Pathogens. These are in PowerPoint presentations and can be sent to sites so that they can provide the training. There are also some videos available to supplement the PowerPoint presentations. The Safety and Health Manager may be able to provide training on these topics to groups of employees. The Safety and Health Manager can't provide this training site by site, so the Regions, Divisions, and/or Watershed Districts will have to schedule training as a group.

The subject material on the above training is general so that the presentations are applicable to just about all ODFW sites. Of course some site-specific issues may need to be addressed.

First aid/CPR training is something that must be provided by an outside vendor. There is no one preferred training provider. Try to locate a vendor that can instruct in CPR technique that does not include the use of mouth-to-mouth breathing but instead concentrates efforts on chest compressions. OR-OSHA recognizes training programs based on Red Cross, American Heart Association, or the National Safety Council as being acceptable. However, these are not the only acceptable providers. Essentially any accredited provider will be acceptable.

Defensive Driving training can be obtained through the SAIFer Driver program. This training can be taught by using Evergreen Safety Council trainers. This training is free of charge since we are enrolled in SAIFer Driver, but is subject to the availability of instructors. Class schedules are available online www.esc.org/SAIFER.htm. Classes can be scheduled by contacting Evergreen Safety Council at (800) 521-0778. Defensive driving training is also available on CD-ROM and video. These can then be either self-paced (CD-ROM), or taught by site personnel (video). Each Region has had one CD-ROM made available to them.



EMPLOYEE RESPONSIBILITIES

Safety and Health

(To be completed by ALL ODFW employees)

1. Employees shall conduct their work in compliance with established safety rules contained in ODFW safety policies.
2. All injuries shall be reported immediately to the employee's supervisor or other responsible representative of the employer.
3. Employees shall make full use of safeguards and equipment provided for their protection. Employees shall abide by and perform the following requirements:
 - a. Employees shall wear and make full use of personal protective equipment (PPE).
 - b. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place, and operative.
 - c. An employee shall stop the machine or moving parts and properly tag-out or lockout the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts. See ODFW policy "Control of Hazardous Energy (lockout/Tagout), HR 450_12.
 - d. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or the setting up a new job.
 - e. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
 - f. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory).
 - g. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored.
 - h. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
4. Employees shall not remove, deface, or destroy any warning label, danger sign, or barricade, or interfere with any accident prevention device, warning device or practice.
5. Employees must not work underneath or over others exposed to a hazard without first notifying them and ensuring that proper safeguards or precautions have been taken.
6. Employees shall not work in unprotected, hazardous areas under floor openings.
7. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury or damage.
8. Hazardous conditions or practices observed at any time shall be reported as soon as practical to the person in charge or some other responsible representative of the employer.

9. Employees observed working in a manner which might cause injury to either themselves or other employees shall be warned of the danger.
10. Before leaving a job, employees shall correct, or arrange to give warning of an unsafe condition which might result in injury to others unfamiliar with existing conditions.

I understand that performing my duties in a safe manner is a condition of employment and failure to do so may result in disciplinary action.

I have read and understand the above Safety and Health responsibilities and agree to abide by them.

Printed Name of Employee: _____

Signature of Employee: _____

Date: _____

c: Employee
EE Training File
Human Resources



SUPERVISOR RESPONSIBILITIES

Safety and Health

(To be completed by ALL ODFW employees in a supervisory position)

1. Supervisors shall see that workers are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process or practice which they are authorized to use or apply.
2. Supervisors shall take all reasonable means to require employees:
 - a. To work and act in a safe and healthful manner.
 - b. To conduct their work in compliance with all applicable safety and health rules and the Department's Safety and Health Policies.
 - c. To use all means and methods including but not limited to, ladders, scaffolds, guardrails, machine guards, safety belts and lifelines, that are necessary to safely accomplish all work where employees may be exposed to a hazard.
 - d. Not to remove, displace, damage, destroy or carry off any safety device, guard, notice or warning provided for use in any workplace or place of employment while such use is required by applicable safety and health rules.
3. When conditions arise that may cause unusual or extraordinary hazards to workers, additional means and precautions shall be taken to protect workers or to control hazardous exposure. If the operation cannot be made reasonably safe, regular work shall be discontinued while such abnormal conditions exist, or until adequate safety of workers is ensured.
4. Supervisors shall take necessary disciplinary action in accordance with Human Resources Policy when employees fail to follow safety and health rules.

I agree to assure that proper safety and health measures are exercised by any ODFW employee under my supervision.

I understand that performing my duties in a safe manner is a condition of employment and failure to do so may result in disciplinary action.

I have read and understand the above Safety and Health responsibilities and agree to abide by them.

Signature

Print name

Date Signed

c: Employee
EE Training File
Human Resources

Safety and Health Orientation for New Employees

Employee Name: _____
 Work Station: _____

Date of Hire: _____
 Job Title: _____

Below is a checklist of items for supervisors to cover with all new employees (and re-hired seasonals) to assure a basic understanding of the agency's safety and health program. This checklist should be completed within the first month of hire. Note that this is an orientation, and discussing the topics below does not constitute training of OR-OSHA required topics. However, you can expand on this orientation to present the required training.

Upon completion of the orientation, the checklist will be signed by both the employee and their supervisor, with a copy maintained in the employee's personnel file.

	Date Completed
1. Employee and supervisor safety and health responsibilities	_____
2. ODFW Hazard Communication Program	
Location of Written Policy	_____
Location of MSDS at the site	_____
Labeling of containers	_____
Specific chemicals at site	_____
3. Lockout/Tagout Program	_____
4. Site Emergency Response Plan and Procedures	_____
5. Accident Reporting	_____
6. Personal Protective Equipment needs	_____
7. Respiratory Protection Program	_____
8. First Aid/CPR Training	_____
9. Bloodborne Pathogens	_____
10. Fire Extinguisher Use	_____
11. Defensive Driving	_____
12. Station Specific Topics	
Ex: Cranes/Hoists, Forklifts, Formalin Use	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

 Employee Signature

 Date

 Supervisor Signature

 Date

c: EE Training file
 Human Resources