

Job Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

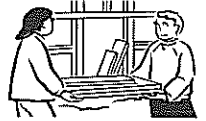
Topic 47: Helping the "New Guy"

Introduction: It does not matter how long you have been on the job or worked for the company, at one time or another everybody has been the "New Guy". Most accidents occur among the least experienced workers, especially new hires. A new employee is more likely to get hurt in the first year of employment, usually within the first few weeks of starting a new job. Good pre-job safety training can help reduce a new employee's risk, but it is not always readily available or adequate. During the first day on the job, new employees are overloaded with a myriad of information about company rules, regulations, and procedures. It is equally important to emphasize safety and health.

There is no substitute for on the job training. New employees learn from watching and working with experienced employees. Seasoned employees must develop a mentor attitude, set a good example, and must keep an eye on the new employee. Safety is everyone's responsibility and if a new employee encounters a situation where they could be injured, intervention is required.

OSHA requires that employees are to be "Instructed in the recognition and avoidance of unsafe conditions."
Before the "New Guy" starts his first day on the job, it is important to go over the following:

- **Communicate safety issues**, rules, and hazards with the "New Guy" in a language they can understand (if needed, find an interpreter).
- **Verify that** he/she has filled out all of the appropriate paperwork at the office.
- **Take some time** to verify that the "New Guy" is aware of the specific safety program for your company and the location of the appropriate safety manuals. Make sure he/she knows who to call for help in case he/she or one of the co-workers becomes injured. Ensure that everyone knows how to get medical attention in the event of an injury.
- **Ensure that the new employee** is familiar with the safety program and answer any questions that he/she may have. All employees, old and new, must understand the company's safety policy and use it to guide their actions. If the opportunity arises, become involved with safety committees or offer suggestions. Each and every worker is an important part of the total safety effort.
- **Go over the emergency** action plan for the work place and how to respond in the event of any emergency. Know what to do in case of an emergency. An effective response to an emergency can only be safe and organized when everyone knows what to do and follows instructions. Follow the procedures for reporting accidents, near-miss incidents, hazards, injuries, and illness. Reporting gives the employer the ability to find ways to keep the incident from happening again.
- **Walk the construction project** or jobsite and point out various hazards, and how to abate the hazard to the new employee.
- **Ensure that the "New Guy"** does not operate any equipment which he/she has not been authorized or trained to operate.
- **Encourage the "New Guy"** to ask questions and not to feel intimidated. This is crucial for open lines of communication and for providing a safe work environment for everybody.
- **Instruct the new employee** to be aware that he/she is more accident-prone if not concentrating on the job at hand. Focus on the job and safe work practices. If one is thinking about personal issues or daydreaming, the proper attention is not being given to safety.
- **Encourage the rest** of the crew to "watch out" for the newest addition to your team and to frequently check-up on the new employee.



Remember that accidents frequently occur when one hurries or takes short cuts. Remember also that when anyone becomes familiar and comfortable with their position, there is the tendency to get complacent about safety. The more one knows about the operations and processes, the easier it is to take short cuts. Short cuts are accidents waiting to happen.

Conclusion: The "New Guy" could be someone just starting out in a trade. They could also be someone that has been in the trade for years, but has recently switched to a new employer, reporting to a new jobsite, or learning a new skill. It is always important to make new employees feel comfortable and welcome at work. Supervisors and long-term employees have an enhanced responsibility to make safe work practices known, by example, and to reinforce these practices to all new employees. New employees should expect to receive specific safety training from their supervisor and mentoring from experienced co-workers. Help the "New Guy" be aware of the safe work practices for his/her specific job tasks and the workplace will be safer for everyone.



Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

City of San Angelo Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.