

Policy: AD-06-17

Policy Title: New Hire Orientation (Reference: Section A 11-1; WPWD CSP & Town of Westfield's Manual of Department Policies and Procedures Handbook)

Policy Purpose: New Hire Orientation will inform new work force members of what is expected to know and how to do it properly the first time. New Hire Orientation will address hazards and controls specific to the job.

Implementation Date: 8/14/2006

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

NEW HIRE ORIENTATION

New Hire Orientation sets the WPW safety foundation. All new employees must be given a safety orientation. It will present general information that will be addressed and reinforced in more detail throughout the orientation process. The Safety Coordinator will conduct New Hire Orientation.

Job Specific Orientation entails job and location specific safety procedures and requirements, as well as task specific hazards and controls. This orientation will be provided by the division supervisor, in direct relation to on-the-job training.

Follow up safety orientation meetings between the Safety Coordinator and the new hire personnel will occur as needed.

Upon completion of the safety orientation, the New Hire Orientation Checklist must be signed by the newly hired employee. The New Hire Orientation Checklist (attached to this document) will become part of the employee's personnel file.



Bruce A. Hauk, Director
Department of Public Works

Westfield Public Works New Hire Orientation

Items to be reviewed with new employees. Check off each item when it is explained to the new employee.

EMPLOYEE NAME: _____

DATE: _____

JOB TITLE: _____

Administrative

1. ____ Review the Department's Policies and Procedures Handbook.
2. ____ Describe Customer Service Philosophy.

Safety

1. ____ Review the hazardous elements specific to WPWD Operations as they relate to the newly hired employee - chemicals, how they can enter the body, what their effects can be, exposure to heat or cold weather, and the machines and equipment used.
2. ____ Review engineering controls such as safety guards on the equipment, ventilation and exhaust systems, or using material handling equipment, such as hoists.
3. ____ Review administrative controls such as permissible exposure levels and safe distances from dangerous operations.
4. ____ Review the safe working procedures of safe lifting techniques or two-man jobs.
5. ____ Describe the use of the personal protective equipment required for the job. Also, explain why the equipment is needed.
6. ____ Review applicable sections of the WPW Safety Program.
7. ____ Review the written Hazard Communication Program and Material Safety Data Sheets (MSDS) of chemicals used by WPW.
8. ____ Tell the new employee of who to contact in case of an emergency and how to do it.
9. ____ Identify who the emergency response person is by name.

Fire Prevention

1. ____ Review the evacuation procedures in case of fires or a disaster, including the primary and secondary emergency exit routes from the work area.
2. ____ Discuss fire extinguishers, the type of fire they can be used on and how to operate a fire extinguisher.
3. ____ Identify the location of all fire alarm pull boxes and how to use them.

Health

1. ____ Identify the first-aid stations, services and equipment available.
2. ____ Review the employee's right-to-access their medical records.

Accident/Incident Reporting

1. ____ Review the WPWD accident/incident reporting procedure.
2. ____ Review the rights and internal assistance available regarding workers' compensation.

Employee and Safety Coordinator agree that this New Hire Orientation has been completed.

Safety Coordinator Signature

Date

Employee Signature

Date