

MOCGA Toolbox Talk

Safety Talk for New Employees



SAFETY TIPS

CHAIN OF COMMAND:

- Describe the chain of command.
- Describe when job-specific training will begin.
- Who is the employee's supervisor?
- How does the employee contact the supervisor?
- Who can the employee contact for a problem?
- Who can the employee contact to report a hazard or unsafe condition?
- Provide important cell and after-hours company phone numbers.

COMMON HAZARDS OF THE JOB:

- Discuss the major hazards / dangers of the job:
 - Falls
 - Struck by hazards
 - Vehicle accident
 - Loud machines
 - Heavy lifting
- Encourage safe decisions. They can make the difference between life and death!
- Encourage employee to take personal responsibility for their actions & make safe decisions.
- Discuss training the employee will need.
- Have employee sign & date the safety policy.

ISSUE PERSONAL PROTECTIVE EQUIPMENT

- Provide new employee with a list of personal protective equipment (PPE) needed on the job.
- Advise the employee how to obtain PPE if theirs is lost, stolen, damaged or worn out.
- Advise of disciplinary action regarding PPE.

Introduction: New employees are highly likely to have an accident within their first year on the job. Statistics show that up to 35% of new employees will be injured within the first year of employment. There are many reasons why new employees are injured. These include poor training and supervision, poor hiring practices, little to no direction, and simply trying to fit in. Start new employees off safely by discussing these safety requirements on the first day of the job!

EXCAVATION SAFETY PRACTICES

- Contact 811 or 1-800-DIG-RITE or www.mo1call.com to have underground utilities located before beginning excavation.
- Underground utilities can be deadly if struck accidentally by shovels or equipment. Damages can be costly to repair.
- Never excavate, drive posts or use shovels unless underground utilities are located.

ACCIDENT REPORTING

- Report incidents to the supervisor by the end of the work shift.
- Report witnessed incidents to the supervisor by the end of the work shift.
- A post-incident drug/alcohol screen may be required.
- Report all incidents in writing.

SEAT BELTS

- Vehicle accidents are the most common cause of worker fatality in the U.S.
- Employees will use safety belts in vehicles or on machines equipped with safety belts.
- Employees not wearing safety belts will be subject to disciplinary action.

FIRST AID, FIRE and FIRE EXTINGUISHERS

- Advise employee of fire extinguisher locations on the jobsite or in vehicles and machines
- Advise new employee of first aid kit locations.

DIALING 911

- Advise employee of the POSTED physical address of the jobsite.
- Advise the employee how to direct emergency responders on this jobsite.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and the Missouri Common Ground Alliance assumes no liability for its use. Advice about specific situations should be obtained from a qualified safety professional.

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DATE OF TRAINING	INSTRUCTOR NAME
COMPANY NAME	LOCATION OF TRAINING
PARTICIPANT NAMES	
SAFETY MEETING NOTES	