First day back to work safety talk: new worker orientation

29 CFR 1910.38, 1926.21, 1910.1200, 1910.132, 1904.35, 1926.20

Date _____ Trainer _____ Location _____

Opening question

What do you wish someone had told you on your first day on a job?

Why it matters

New workers do not know the site yet. They do not know the exits, the hazards, the habits or who to ask. Returning workers can be out of practice, and a lot may have changed while they were gone. A good first day sets the tone for safe work and makes it easier to ask questions.

Key points

1. **Show the exits and the emergency plan**
   Walk the new person to the exits, the meeting spot, the first aid kit and the extinguishers. Explain who to tell and how to report a fire or other emergency. Do not just point. Walk it.
   29 CFR 1910.38(c)(1)

2. **Explain the hazards of this job**
   Cover the real hazards of the work area, such as vehicles, heights, electrical, noise, sharp tools or hot work. Employers must instruct each employee in recognizing and avoiding unsafe conditions and the rules that apply to their work. Teach what to avoid and what to do instead.
   29 CFR 1926.21(b)(2)

3. **Cover chemicals, labels and safety data sheets**
   Workers need information and training on hazardous chemicals in their work area at the time of their initial assignment. Show them how to read a label and where the safety data sheets are kept. Chemical-specific information must always be available through labels and safety data sheets.
   29 CFR 1910.1200(h)(1)

4. **Fit protective equipment and show how to use it**
   Hand out the protective equipment for the job and make sure it fits. Show how to put it on, take it off, check it and care for it. Where a rule requires protective equipment, workers must be trained to use it.
   29 CFR 1910.132(f)(1)

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5 **Introduce the people and the rules**

Tell new workers who their supervisor is, who the safety lead is and who to ask when they are unsure. Make it clear that asking is expected. Give a buddy to follow for the first days, and do not hand a new person a tool, a vehicle or a task they have not been shown.

6 **Explain how to report**

Tell every new worker how to report injuries, close calls and hazards, and make sure they know it is safe to do so. Employers must inform each employee of the procedure for reporting work-related injuries and illnesses.

29 CFR 1904.35(b)(1)(ii)

Scenario

Picture this: A new worker starts on Monday. The crew is busy, so someone hands him a pair of gloves and points at a pile of boxes. He does not know where the exits are or that the chemical cabinet holds something that irritates skin. He spills a cleaner and has no idea where the safety data sheets are. Nobody told him who to ask. What should his first hour have looked like?

Crew discussion

1. What was missing from your first day on a job?
2. Where are our exits, first aid kit and safety data sheets, and do new people know?
3. Who is the go-to person for questions on this crew?
4. What would you add to our first day checklist?

Bottom line **A safe first day means walking the exits, naming the hazards, fitting the equipment and making it easy to ask questions.**

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Sign-in sheet / Hoja de asistencia

Topic / Tema New worker orientation / Orientación para trabajadores nuevos

Date / Fecha _____

Trainer / Instructor _____ Location / Lugar _____ Company / Empresa _____

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