Toolbox KITS

NEW WORKER ORIENTATION TRAINING

New worker orientation training

For new hires, returning workers and visitors

Based on 29 CFR 1926.21, 1910.1200, 1910.132, 1910.38 and 1904.35

About 40 minutes, with a 10-question quiz

30 slides | About 40 minutes | 10-question quiz | English + Spanish

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SAMPLE

MODULE 1

The hazard: not knowing the site

What can go wrong	→	What prevents it
Nobody shows the exits or the meeting spot	→	A walk of the exits and the emergency plan
A new worker meets a chemical without a label or SDS	→	Hazard and chemical training at the start
Gear that does not fit or is not explained	→	Fitted, explained protective equipment
Hazards that the crew stopped noticing	→	A buddy for the first days
No one to ask and no way to report	→	A clear way to report and ask

SAMPLE

Toolbox KITS

Crew handout

New worker orientation: walk it, show it, ask

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

Do

- Walk the exits, meeting spot, first aid kit and extinguishers
- Explain the hazards of the work area
- Show the labels and where the safety data sheets are
- Fit and explain protective equipment
- Explain how to report injuries, close calls and hazards
- Assign a buddy for the first days
- Check in at the end of each day
- Make asking questions normal

Don't

- Do not hand over a tool, vehicle or task nobody has shown
- Do not just point at the exits
- Do not assume returning workers know what changed
- Do not discourage anyone from reporting
- Do not skip the first day talk because the crew is busy

SAMPLE

Remember **Show it, walk it, then let them work.**

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