

New Employee Orientations - Investing in Success and Safety

Did you know, according to data from OSHA, that the most dangerous time on the job is the first year on assignment? In other words, the first year a person works on a new crew or on a new task is the time they are at the highest risk for an injury.

This makes sense when you realize that new employees are inexperienced and do not always know the inherent hazards that may be part of the job activities. Also, new employees often feel it necessary to "impress" a new employer by working fast, or are not comfortable questioning procedures or asking for help.

All employers have new employee orientation programs. They generally involve filling out a mountain of forms and learning about benefits and other payroll related issues. Often, however, they miss the key component of orienting a new employee to your organization - the District's commitment to safety.

A Winning Method

Oro Loma Sanitary District adopted a new employee orientation system (used by the US military to great success) that strives:

- *To ensure a safe manner of work through demonstrated hands-on application.*
- *To orientate the new employee to supplies, equipment, systems and jobsites by way of a walking tour and demonstration.*
- *To familiarize the new employee to the work and the established methods by way of peer review.*

We all want our employees' time on the job to be productive and fulfilling. We also want employees who work as individuals and as part of a team. How do we build a team of competent and dedicated employees who look out for each other, as well as your District?

The program used by Oro Loma Sanitary District is designed to accomplish this goal. This program can best be described as a "Buddy System" or even a "Mentoring Program" and it involves a practice that seeks to:

- ✓ Identify those job tasks/ pieces of equipment the new employee will be required to use (see sample, page 3)
- ✓ Identify the components of those tasks identified above that require specific training (see sample, page 4)
- ✓ Assign a current employee as the Buddy or Mentor to the new employee who is responsible for the actual training and documentation of the training. The supervisor's role is to ensure that the program is carried out. The Buddy or Mentor is the person the new employee can direct their questions to without feeling uncomfortable. This employee is also the one who is responsible for making sure the new employee is made aware of the culture and accepted behavior at your District.

Remember, the most dangerous time of employment for anyone is the first year on the job. How many of the accidents that occur during this interval may have been prevented by proper training? Training takes time, but so does handling a workers' comp claim, rescheduling to cover for an injured employee or needing to repeat the recruitment and hiring process. Protect your new employees – invest in their proper training.

To receive a free copy of sample new employee orientation programs for the following departments, please call Liza Hom at 415.371.5408:

- ✓ Operations
- ✓ Collections
- ✓ Maintenance

If You Have An Idea, Procedure, Product or Tool That Will Help Other CSRMA Members Protect the Environment or the Health and Safety of Their Employees, Please Send a Detailed Description and, Where Appropriate, a Picture to:



David Patzer, CSRMA Risk Control
500 Washington Street, Suite 300
San Francisco, CA 94111



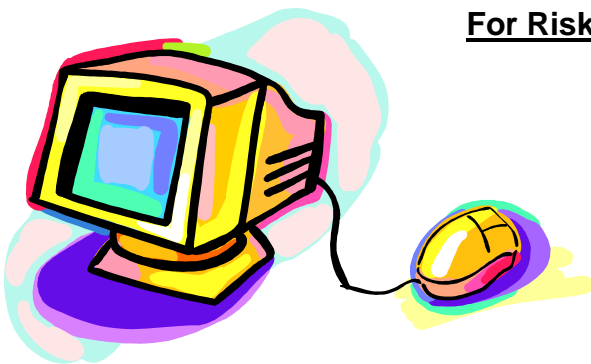
And Your Suggestion May Be The Topic Of The Next

CSRMA
Above and Beyond Safety Bulletin!

Visit the CSRMA Web Site at

WWW.CSRMA.ORG

For Risk Control Resources



New Employee Training Form

TRAINEE NAME: _____ DATE OF HIRE: _____

| Job Related Duties | Trainer | Trainees Initials | Completion Date |
|--|---------|-------------------|-----------------|
| HYDRO OPERATION | | | |
| 1. Vehicle Maintenance and General Upkeep | | | |
| 2. Safe Operating Procedures | | | |
| 3. Knowledge of Various Nozzles and Uses | | | |
| 4. Safe Traffic Set-Up Procedures | | | |
| RODDER OPERATION | | | |
| 1. Vehicle Maintenance and General Upkeep | | | |
| 2. Safe Operating Procedures | | | |
| 3. Knowledge of Various Cutter Blades and Uses | | | |
| 4. Safe Traffic Set-Up Procedures | | | |
| T.V. OPERATION | | | |
| 1. Camera Maintenance and Upkeep | | | |
| 2. General Understanding of Camera Functions | | | |
| 3. Safe Operating and Set-Up Procedures | | | |
| OTHER ESSENTIAL DUTIES | | | |
| 1. Understanding of District Maps | | | |
| 2. USA Marking | | | |
| 3. Ability to Maintain Simple Written Records | | | |
| 4. Perform Emergency Work on Sewer Lines | | | |

SUPERVISOR: _____ DATE: _____

Signature: _____

New Employee Training Form HYDRO OPERATION

TRAINEE NAME: _____ TRAINER NAME: _____

| Job Related Duties | Trainer | Trainees Initials | Completion Date |
|--|---------|-------------------|-----------------|
| A. VEHICLE MAINTENANCE AND GENERAL UPKEEP | | | |
| 1. Morning Walk Around and Fluid Checks, Close Air Tanks | | | |
| 2. Weekly Greasing of Drive Train | | | |
| 3. Good Housekeeping, i.e. No Garbage, Clean Appearance | | | |
| 4. Diesel Procedure, Gas Card, Time, Etc. | | | |
| 5. Parking Vehicle, Air-Brakes Drained, Water Full, Nozzle Changed, Etc. | | | |
| B. SAFE OPERATING PROCEDURES | | | |
| 1. Uses Professional Driving Practice | | | |
| 2. Engagement and Disengagement of P.T.O. | | | |
| 3. Basic Hydro-Jetting Procedures for Cleaning | | | |
| 4. Basic Procedure for Clearing Stoppage | | | |
| 5. Removal of Debris from Manholes, Using Safe Lifting Techniques and Proper Equipment | | | |
| C. KNOWLEDGE OF VARIOUS NOZZLES AND USES | | | |
| 1. Know When to Use Standard Nozzle, Grease Nozzle, Chain-Cutter, Penetrator and Large Diameter Pipe Nozzles | | | |
| 2. Know How to Handle Nozzles | | | |
| D. SAFE TRAFFIC SET-UP PROCEDURES | | | |
| 1. Safe Coning Procedures for 25 MPD Zone, w/Signs | | | |
| 2. Safe Coning Procedures for 35+ MPH Zone, w/Signs | | | |
| 3. Wheel-Chocking on Hills | | | |
| 4. Overall Awareness Associated with Working in Traffic Areas | | | |