

More Training?

As an employer, you expect new hires to make some mistakes. It comes with the territory and could serve as learning opportunities. Some mistakes, though, don't include a second chance. That's why implementing a new employee orientation training program is essential, and the key component should be "safety." During 2013, there were 267 workers' compensation claims filed by employees during their first year of employment for the County. There are a number of employees who have filed more than one claim.

Purpose

A new employee orientation training program is critical in all departments. Those employees that have been around for several years usually feel they have a good grasp of safety rules and procedures. But, if your department wants to instill good safety practices from the beginning, the time to do it is when a new employee is starting the job. The orientation should be provided to new employees no later than one month of employment. A new employee orientation training program is one of the most important elements of your Injury and Illness Prevention Program (IIPP). Your employees benefit from safety and health through fewer workrelated injuries and illnesses, and reduced stress and worry caused by exposure to hazards.

The new employee learns about your department's IIPP, safety and health programs, emergency action plans, fire protection policy, and jobrelated issues. This is also the opportunity to coach the new employee on the safety culture of your department.

Usually, there are two distinct components of a successful new employee orientation training program. One part is typically devoted to a general orientation which discusses the overall policies and procedures that apply to all areas of the department. These often include matters of personnel, compensation, benefits, employee rights, unions (if applicable), and the employees' general responsibilities. The second component addresses job-specific issues that relate directly to new employee responsibilities, department expectations, and policies and procedures and safety

related discussions. This component serves to help employees perform, work through issues, and understand how their new team operates. The employer should determine its frequent cost driver claims and select topics due to their claims. Topics you should include are: Ergonomics, Proper Lifting Techniques, IIPP, Hazard Communication, and Trips/Slips/Falls.

To reduce employee turnover and help your new staff members adopt a great attitude, consider these tips to implementing a successful new employee orientation training program.

Are you ready to start your new employee orientation training program? Contact CEO, Risk Management Branch, Loss Control and Prevention Section at **(213) 738-2269** for assistance.

An effective new employee orientation training program delivers multiple benefits, some of which are often overlooked, including:

- **Preventing accidents or near misses.**
- **Helping your employees get up to speed quickly and learn the "ground rules" of the department.**
- **Conserving manager, supervisor, and peer time by covering frequently asked questions, ultimately reducing new employee stress.**
- **Helping establish a positive, can-do attitude at the beginning of a new employment situation by establishing expectations and the corporate "attitude" of their new employer.**

