

Possible topics for job safety orientation

Protective equipment

- Use of safety glasses
- Use of gloves and protective clothing
- Hearing protection
- Head protection
- Footwear requirements
- Respiratory protection

Tool use

- Tool selection
- Knives and razors
- Non-powered hand tools
- Pneumatic tools
- Use of nail guns
- Hand-held grinders
- Skill saws
- Spray finishing equipment

Equipment and machinery

- Lockout/tagout program
- Pinch, shear, and crush points
- Equipment guarding practices
- Clearing jams
- Lubrication and adjustments
- Jogging procedure
- Cranes and hoists

Electrical safety

- Location of emergency shutoffs
- Inspection and maintenance of power cords
- Maintaining clearance at electrical panels

Chemical safety

- Hazard communication program
- Reading labels and safety data sheets (SDS's)
- Chemical storage procedures
- Personal hygiene
- Cleanup and disposal methods

Forklifts

- Operator training and certification
- Working around forklifts
- Visible and audible alarms
- No rider policy

Fire prevention

- Smoking policy
- Trash disposal
- Sources of ignition
- Flammable liquids
- Fire extinguishers

Ergonomics

- Standing and seated task adjustments
- Job rotation/avoiding repetitive motion
- Rest break scheduling
- Awareness of cumulative trauma
- Tool use
- Setting up computer workstation

Manual material handling

- Basic lifting techniques and use of lifting aids
- When to get help
- Special lifting tasks
- Limitations of lifting belts

Fall prevention

- General rules for working from heights
- Ladder safety
- Personnel lifts
- Cherry picker operation
- Guard rails
- Use of harness and life lines
- Fall prevention plan

Housekeeping

- Disposal of trash and oily materials
- Prevention of slip, trip, and fall hazards
- Maintenance of aisles and exits
- Trash compactor operation

General work practices

- Emergency procedures
- Reporting hazards, incidents, and accidents
- Clothing, hair, and grooming standards
- Break scheduling
- Alcohol/drug policies
- Workplace violence and harassment
- Horseplay, running in work area
- Avoiding risks
- Flexibility stretching program
- Distractions: phones, headphones
- Heat/wildfire smoke