

Safety Orientation for New Workers: Your First Day

Why it matters. New workers are injured far more often than experienced ones, mostly in their first weeks. A clear first-day orientation tells them the hazards, the rules, what to do in an emergency, and — most important — that they can always ask and can always stop unsafe work.

KEY POINTS

- Know the exits, the assembly point and the alarm sound on day one.
- Know the main hazards of your area and the PPE you need.
- Report every injury and near miss, even small ones. You will not be punished for reporting.
- You have the right to stop work you think is unsafe, and to ask questions.
- Do not use any machine or tool until you have been trained and signed off on it.

STEP BY STEP

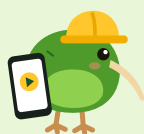
1. Walk the route to the nearest exits and the assembly point.
2. Show where the fire extinguishers, first-aid kit, eye wash and AED are.
3. Explain the alarm and what to do when it sounds.
4. Go through the main hazards of the area and the PPE to wear.
5. Explain how to report injuries, near misses and hazards, and to whom.
6. Introduce the supervisor and a buddy to ask questions.
7. List which tasks the new worker may do now, and which need training first. Sign the orientation record.

NEVER

- ✗ Never let a new worker operate equipment they have not been trained on.
- ✗ Never leave a new worker alone on a hazardous task in their first days.
- ✗ Never treat questions as a nuisance — a question is cheaper than an injury.

TALK ABOUT IT

1. What was confusing for you in your first week here?
2. What do new people most often get wrong in our area?
3. Who is the buddy for our next new starter?



Watch this talk as a short video — and get it in your crew's languages.

vidkiwi.com/toolbox-talks/safety-orientation-new-employees/
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Language used: _____

By signing, I confirm that I attended this talk and understood it.