#

**Employee Safety Orientation**

New employee safety orientation is the process of introducing an employee to Mercurys Coffee safety protocols and the safety requirements that must be followed by each and every employee. All new employees are required to attend employee safety orientation with their direct supervisor and continue to be part of the monthly safety meeting hosted by location manager. It is also important to consider and develop a method to communicate safety and health hazards and their controls to vendors and other visitors. While there are many aspects to consider when orienting a new employee to the company, this bulletin will focus primarily on the safety and health discussions that should be considered and communicated.

**The following are some important steps to consider for new employee safety orientation**

**•** Communicate safety orientation checklist specific to the new employee’s position

**•** Designate an experienced employee to lead the orientation location manager, shift lead or an appointed individual who is familiar with the safety protocols

**•** Ensure all necessary information and resources, including access to Employee Portal are communicated

**•** Ensure all required documents and forms are prepared in advance

**•** Designate an appropriate mentor for the new employee if applicable

**When Should Safety Orientation Be Provided?**

Safety orientation should be provided first seven days of employment and the length of time required for safety orientation will depend on each individual workplace and the specific job, tasks, and hazards involved.

Not all training can or should be completed on the first day, and it should be a thought-out process with resources and information provided. Be sure all areas are covered prior to the employee being given a project.

**What Topics and Resources Should Be Covered?**

The safety orientation should provide guidance, direction, and essential health and safety information to new employees to promote the importance of maintaining a safe environment. It should be practical and focus on the safety initiative protocol, resources, where to access, including walking their assigned location, locating SDS and APP binder, understanding how to report injuries and where to access necessary documents. The following are some common topics to discuss during safety orientation:

**•Rights and Responsibilities:** Explain both the employee and employer responsibilities as outlined in safety rules and requirements. Specific information may include:

* Reporting accidents
* Reporting unsafe working conditions
* Knowing where to locate all necessary information related to safety

**• Safety Programs and Procedures:** Explain the company’s safety procedures as they pertain to the employee’s current position. Outline the expectations for the employee to adhere to all standards.

**• First Aid:** Introduce first aid providers, indicate areas for first aid kits or room, and explain to employees how to call for first aid for themselves or for a co-worker.

**• Accident/Injury Reporting Procedures:** Explain the established company procedure and contact people for reporting any injuries sustained by the employee.

**• Emergency Procedures and Preparedness:** Review the company’s emergency personnel contact info; evacuation plan, including exit routes; (if applicable) most Mercurys Coffee locations are stand alone and common evacuation meeting place will be in a safe area of the nearest parking lot, or open area.

Other procedures may also include: suspicious packages; threatening, violent, or disruptive behaviors; chemical spills, gas leaks; etc. A walkthrough of the facility highlighting these aspects is also beneficial.

**• Personal Protective Equipment (PPE):** Review the required PPE for specific jobs or job tasks, including the appropriate use, how to obtain.

**• Workplace Hazardous Communication:** Explain where hazardous materials and substances are located, and review the labeling system, hazardous symbols, and location and contents of the Safety Data Sheets (SDSs). Train employees on site-specific products and accompanying SDS material.

**Why Should Safety Orientation Be Provided?**

Providing a safety orientation and extra assistance and monitoring during the initial period of employment is critical, as they are not familiar with the hazards of the job or the workplace. During this phase, each employee develops the knowledge, skills, and abilities that are necessary to work in a safe and healthy manner.

**Conclusion**

The benefits of providing new employees with a comprehensive orientation are numerous:

**•** Employees become aware of the health and safety hazards on the job, controls for these hazards and how they can affect their safety and the safety of others

**•** The training can assist in the reduction of the risk of potential injuries and accidents

**•** Meets regulatory requirements and demonstrates due diligence

**•** Helps balance the company’s need for productivity with the employee’s need for safety and security efficiency, productivity and understanding of the new employee

**•** Demonstrates Mercurys Coffee moral obligation to protect the employee from harm which can contribute to retaining employees and reducing turnover

A thorough, documented, and well-planned safety orientation will be a positive addition to Mercurys Coffee Company overall safety and wellness initiative. It will also assist in the further development of a positive safety culture throughout the organization. SAFETY BEGINS WITH ALL OF U

**Employee Safety Orientation Checklist**

This checklist is designed to assist supervisors with new employee safety orientation. Please review the items listed with the new employee and have them initial next to the number or write in N/A if the number does not apply to the employee’s position.

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retail Location Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed within first seven days of employment**

**Initial**

\_\_\_\_\_ General employee safety responsibilities reviewed: Accident Prevention Program and job description.

\_\_\_\_\_ Review fire, severe weather, medical emergencies, chemical spill reporting, etc.

\_\_\_\_\_ Emergency equipment and its locations: exits, fire extinguishers, first aid kits.

\_\_\_\_\_ How to report all work-related injuries/illnesses accidents to supervisor and cover sample forms.

\_\_\_\_\_ Walk through location include: safety procedures at opening and closing shifts and drive through protocols.

\_\_\_\_\_ Personal Protective Equipment (PPE), name badges and uniform requirements and how to obtain PPE.

\_\_\_\_\_ Safety Data Sheets that apply to employee’s position and where to locate them.

\_\_\_\_\_ Review access to employee portal, PaychexFlex, attendance policy posted at locations, 7-shift, toast.

\_\_\_\_\_ Only trained and authorized workers are allowed to use kitchen equipment. Ensure equipment, and cords are in good condition prior to use.

\_\_\_\_\_ Supervisor to discuss recognized workplace hazards and safe work procedures unique to the employee’s position.

\_\_\_\_\_ Review slip and fall, cut and burn prevention, electric hazard (if applicable)

\_\_\_\_\_ Inform about safety meetings and go over evacuation plan protocol during emergency.

***The signatures below document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.***

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisors Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Return complete form to: Human Resources by email and or in person at corporate office within the first 7 days of employment.**