

**DOCUMENT NUMBER:** 501

**SUBJECT:** Employee Safety Training & New Hire Orientation

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**PURPOSE:** To establish guidance with respect to providing safety training to employees.

**POLICY:** In compliance with Section 3203, General Industry Safety Orders, all County of Riverside employees must receive safety training with respect to hazards unique and inherent to the job assignments. Training must be provided to all new employees upon hire, and scheduled as needed for existing employees. All safety training must be documented as part of an employee's personnel file and maintained for not less than three (3) years.

**OBJECTIVE:** To ensure employees are familiar with hazards and safety requirements associated with their jobs, and to reduce the potential for accidents that may cause injury and/or illness to employees and the public, and prevent loss to County of Riverside property.

**SCOPE:** All County employees.

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**I. RESPONSIBILITIES**

**A. County of Riverside Department/Agency Heads and supervisory personnel at all levels.**

1. Ensure all new employees receive Safety Orientation Training upon hire (prior to start of work), and existing employees receive on-going training and refresher training as applicable. It is the responsibility of an employee's immediate supervisor to ensure that applicable safety training is identified, planned, made available, and attended by all employees within the supervisor's scope of responsibility. It is also the direct responsibility of the management and supervisory personnel to ensure that safety training is incorporated into all aspects of their operations.
2. As necessary, coordinate with the County Safety Division to verify safety training that is unique to employee job assignments.
3. Conduct in-service refresher training activities as well as training to address new issues, safety codes and standards, work processes and equipment.
4. Document and maintain records of employee training.
5. Cooperate with County Safety Division when training recommendations are indicated.

**B. County Safety Division**

1. Assist in providing regular safety training classes as needed and required.
2. Distribute a schedule of training classes for the calendar year.
3. Provide assistance where and when needed for the development and/or coordination for specific training needs within the work environment.
4. Develop and maintain a safety-training library.

EMPLOYEE SAFETY TRAINING & NEW HIRE ORIENTATION  
DOCUMENT NUMBER: 501

I. RESPONSIBILITIES - continued

B. County Safety Division

5. Review and evaluate training programs in order to maintain a high level of effectiveness and interest in safety subjects.

C. Employees:

1. Attend all safety training classes scheduled and participate in the activities, when applicable.
2. Evaluate the effectiveness of the training classes and provide feedback for improvement or indicate additional subjects of interest.
3. Study all materials provided at training classes and apply the knowledge to your job tasks.

II. GENERAL REQUIREMENTS

To meet your Cal/OSHA obligation and raise the level of safety awareness, the two following educational programs are required:

A. New Employee Safety Training (New Hire Safety Orientation):

(Note: A new employee is any person new to a department/agency or operation. Transfers from other departments or agencies, experienced applicants and those new to a specific type of work should be treated the same).

1. Before employees may begin to perform the specific duties for which they were hired, new hire safety orientation must be provided. Pursuant to this training, each new employee must read and sign their department's New Employee Safety Checklist, acknowledging that safety information and training as noted has been provided. Employees transferring from other departments will be provided with an updated copy of their training records for submission to their new department. This will assist new supervisory personnel in determining the required training.
2. The completed New Employee Safety Checklist must be kept with the employee's file, and maintained for not less than three (3) years.

B. Safety Training For All Employees

1. Frequency of Training

- a. Periodically by departments/agency (monthly and/or as needed/required).
- b. As required by policy, law or other regulations.
- c. Annual refresher to maintain certifications or competence.
- d. When situations call for pre-operations training to ensure a safe operation or procedure.

II. GENERAL REQUIREMENTS - continued

B. Safety Training For All Employees

2. Employee Safety Training as a minimum should include:

- a. Review and explanation of the County's and department's safety policy and the purpose of this Safety Program.
- b. Explain the employee's participation in the Safety Program and their duties and responsibilities for safety.
- c. Explain any personal protective equipment requirements, with emphasis on the purpose, use, and care, as well as procedures for replacement of worn, damaged or lost personal protective equipment.
- d. As applicable to safe operations, appropriate wearing apparel and/or restrictions for wearing jewelry should be discussed.
- e. A thorough review of emergency procedures and how to report.
- f. Explain that no employee is expected to undertake a job which appears unsafe.
- g. Review the general safety rules and regulations of the County and explain any additional safety rules applicable to the department, agency, area or job.
- h. Explain inherent hazards of the job and ways to avoid those hazards; machine and mechanical hazards; slipping-tripping or falling hazards; exposures to chemicals, fumes, dust, vapors or excessive noise, etc.
- i. Review of and training on safety hazards and rules whenever new substances, processes, procedures or equipment are introduced to the workplace, and before they are put into operation.
- j. Review of and training whenever the employer (department/agency head or other supervisory personnel) is made aware of a new or previously unrecognized hazard.
- k. Specialized training for supervisory personnel to familiarize them with the safety and health hazards to which employees under their supervision and control may be exposed.
- l. Other required training may be covered in this manual and may be referenced when applicable.

- C. Instructional meeting content should consist of a specific safety subject directly related to operational safety. Refer to the appendix section of this manual for suggestions for safety meeting talks (Supervisor's Guide for Effective Safety Meetings).

III. TRAINING RECORDS

A. All training activities should be documented. This documentation needs to include:

- The training topic
- The name(s) of the trainer(s).
- The name(s) and signatures of the employee(s) trained.
- The subject of the training.
- The title of the lesson plan used.

B. Records should be retained and distributed as follows:

1. Copy to Department Safety Training File (3 years).
2. Copy to employee.

IV. EVALUATION OF SAFETY TRAINING

A. Safety training programs should be evaluated by the department/agency at least annually. The evaluation should include, but not be limited to:

1. Employee suggestions.
2. Training session evaluation forms completed by employees.
3. Facility inspection reports and inspection results.
4. Injury, illness and accident trends.
5. New legislation or regulatory requirements.

V. TRAINING RESOURCES

- A. Local Fire and Emergency Services
- B. Safety Councils
- C. Consultants/Safety Professionals
- D. Trade Associations
- E. County Health Services Agency (various departments).
- F. Internet
- G. County Safety Division

The Safety Division is available to assist departments, where needed, in formulating the content of safety and health training programs, arranging locations and training schedules, arranging for outside trainers where appropriate, and where resources are available, providing necessary training aids and materials. The Safety Division conducts annual safety inspections of training records to ensure that training as requested is being accomplished.

NEW EMPLOYEE ORIENTATION CHECKLIST  
 (SAMPLE)

All employees are expected to observe the safety rules listed in the County of Riverside safety program manual as well as specific department job-related rules. Prior to your starting work, your immediate supervisor or designated safety training representative will go through the following checklist to familiarize you with County and department/agency safety policies and standards. Each employee is required to sign this document indicating that the training was provided.

ITEM COVERED (X)	<u>SAFETY ORIENTATION TOPICS</u>	COMMENTS
	1. Review of County safety policy and programs.	
	2. Tour of facility, department and work area.	
	3. Review of department/agency related safety rules.	
	4. Review of safety rules and standards specific to job assignments (Please list individually):  a. _____  b. _____  c. _____	
	5. Review and issuance of personal protective equipment (list item issued and discussed):  a. _____  b. _____	
	6. Review of fire and emergency response and evaluation procedures.	
	7. Location and use of fire extinguisher(s).	
	8. Review of procedures regarding safety and health and property.	
	9. Housekeeping and cleanup procedures.	
	10. Hazard Communication Program/SDS.	
	11. First Aid Kit and first aid assistance.	
	12. Review of employee certifications for job assignments.	
	13. Review County Safety Code of Ethics & Compliance.	
	14. Other items not listed here – provide attachment.	

I have discussed these items with my supervisor, agree to abide by same and have received a copy for my personal records.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S or  
 INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_