

NOTICE!

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

SAFETY AND HEALTH ORIENTATION

I. NEW EMPLOYEES

- A. New employees will receive a Safety and Health Orientation in conjunction with the Human Resources orientation. The Safety and Health portion will focus on familiarizing new employees with the Snohomish County Safety Policy and Procedures Manual and their rights and responsibilities regarding Industrial Insurance.
- B. The County Safety Office will use the Snohomish County Orientation Completion Record to document new employee orientation. These forms will be kept in the employee's personnel file.

II. ARRIVAL AT WORK SITE

- A. When a new employee or transfer employee arrives at the work site, the immediate supervisor/or designee, will conduct an orientation specific to the work site and job duties.
- B. The orientation will include:
 - 1. Safety and health requirements specific to the location and job duties.
 - 2. Personal protective equipment (if required).
 - 3. General overview of operations, procedures, methods, and hazards as they relate to the job and duties.
 - 4. Location of first aid supplies and fire extinguishers.
 - 5. Emergency exits and alarms.
 - 6. Location of Material Safety Data Sheets (MSDS), and discussion of hazardous substances that are used at the worksite and in the job duties.

NOTE: The supervisor will sign a "Department Safety Orientation" form immediately upon completion of the orientation and return to the Safety Office within 7 days.

III. PART-TIME, RE-HIRED, AND TEMPORARY EMPLOYEES

- A. This category of employees are also required to attend the new employee orientation unless re-hired/transferred within 6 months of last orientation.
NOTE: Any exception to this must have prior approval through Human Resources Orientation Coordinator & Safety.
- B. The employee is required to receive orientation from their new work location that is specific to their job.

SNOHOMISH COUNTY ORIENTATION COMPLETION RECORD

Name (please print) _____

SSN: _____ Dept: _____ Job Title: _____

Safety & Health:

I have been informed of my employers' accident prevention program which is contained in the Safety and Health policy and procedure manual. I understand that I will practice safe work habits and observe applicable Federal, State and County safety standards. **Upon reporting to work, your supervisor will conduct a safety orientation tailored to the needs and operation of your department.**

Hazard Communication Standard/Worker Right to Know:

I have been instructed in WISHA's Hazard Communication Standard. I understand that if I am to use any chemicals or cleaning products in the workplace, I will first read the product label and follow the safety instructions. For further information, I will refer to the Material Safety Data Sheet (MSDS) and/or see my supervisor.

Back Injury Prevention:

I have been given information on back injury prevention and proper lifting techniques.

Industrial Insurance:

Snohomish County is a self-insured employer and I have been given information on Workers' Compensation Benefits, the County's claim processing system, and Return To Work Program. I understand that I must report any occupational injury or illness to my supervisor immediately.

Safety Representative

Empl. Initial/Date

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Regular Full-Time / Part-Time Employees Only

Benefits:

I have completed the weekly orientation and fully understand the benefits as described to me.

Human Resources Technician

Empl. Initial/Date