

NEW EMPLOYEE SAFETY ORIENTATION

PURPOSE

The purpose of this policy is to ensure that new employees have the baseline safety and health information available to them so that they can help Mariposa County achieve its mission of improving the quality of life in Mariposa County through active community engagement and the efficient delivery of outstanding public services.

RESPONSIBILITY

The Risk Manager is responsible for the overall safety and health training program at the County. The Risk Manager will ensure that department heads are implementing the training programs. In addition, the Risk Manager will ensure that training needs are provided for through the development of internal training programs as well as seeking out specialty vendors or service providers to assist in the delivery of safety and health training.

POLICY

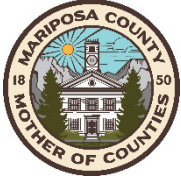
The County has established safety and health training for all employees including a new employee safety orientation program. The program covers a variety of topics including the injury illness prevention program, accident reporting, emergency action plan and many others. These topics have been selected to ensure that you have a baseline safety and health knowledge about the operations at the County.

All new employees shall attend new employee safety orientation. Failure to attend the new employee safety orientation may result in discipline in accordance with union agreements and County policy.

Employee shall sign the training sign-in sheet which will be maintained in accordance with the County's record retention policy and the IIPP.

REFERENCES

<u>Agency</u>	<u>Section</u>	<u>Link</u>
Cal-OSHA	Title 8	https://www.dir.ca.gov/samples/search/query.htm
Cal-OSHA	3203	https://www.dir.ca.gov/title8/3203.html



New Employee Safety Orientation Acknowledgment

Please initial your acknowledgment of the following statements, sign and return this form to the Department Safety Representative (DSR).

_____ I have watched the new hire video on various safety policies and procedures that apply to all Mariposa County employees.

_____ I have received a walking tour of the worksite and am fully aware of emergency exits, along with location of first aid kit, AED, and fire extinguishers.

_____ I have received a copy of the worksite's Evacuation Policy & Procedure, including a map of Emergency Exit Plan.

Print Name

Signature

Date

Department

Worksite tour and safety instruction provided by:

DSR Signature

Date