

# \_\_\_\_\_ School

## NEW EMPLOYEE ORIENTATION GUIDELINES

The Safety Coordinator and his/her Supervisor will review the "New Employee Checklist" with each new employee.

The "Checklist" will be signed and dated on the first day of employment. The form will be kept in the personnel files.

The New employee or staff member shall be told of all \_\_\_\_\_School policies and their importance emphasized.

The following items will be clearly discussed:

1. \_\_\_\_\_School is determined to prevent undue accidents or damage that can be avoided by diligence and the efforts of all personnel.
2. Each person is expected to be a part of a Team that looks out for his/her own safety as well as others. The person is also expected to assist in removing or eliminating hazards or conditions that could cause damage to the vehicles, facilities, equipment; or harm outside non-\_\_\_\_\_School persons.
3. No one is expected to do a job or task that is not understood or could cause harm or damage.
4. It is positively forbidden for any person to operate any equipment without instruction and specific authorization from his/her supervisor.  
  
No person shall assume a risk that could result in harm or damage without a full evaluation of the action and the full involvement of management and the proper decision making personnel.
5. Persons are required to report anything about the work that appears unsafe.
6. All injuries or damage of any type is to be immediately reported.
7. Methods of obtaining protective equipment, and the rules and practices governing its use, will be explained.
8. All emergency procedures that are to be followed in the event of such a need.

# \_\_\_\_\_School

## CORRECTIVE ACTION

When it becomes necessary, \_\_\_\_\_School reserves the right to discipline personnel who knowingly violate its policies, rules or accepted standards of practice. Disciplinary measures will include the following but not be limited to:

1. Verbal warning for minor offenses.
2. Written warning for more severe or repeated violations of policies, procedures or standards of practice.
3. Suspension without pay, if verbal and written warnings do not prove sufficient.
4. Finally, if none of the above measures prove satisfactory, and no other acceptable solution can be found, \_\_\_\_\_School will have no choice but to terminate employment or agreements with, those who continue to jeopardize their own safety and the safety of others.

This policy is extended to cover contractors with \_\_\_\_\_School. Any personnel who violate the stated objectives of the Organization will result in corrective actions taken against those persons.