

# TOOLBOX TALK



## DISCUSSION TOPIC: New Employee Safety

Remember when you first started working at OKIB? Remember how you wanted to impress everyone with your ambition to do a good job and be part of the team. This is not unusual. Think about your workplace from the new worker's point of view for a moment. Remember your own first day on the job.

New employees can be some of the most ambitious and yet most dangerous employees in an organization. They have the will to do just about anything, but not necessarily the knowledge to do it safely. They aren't experienced in all the safety aspects of doing the job correctly which can lead to disaster.

### Here are some tips to help your new co-worker settle in safely:

- Make sure your new co-worker knows what to do in case of an emergency such as a fire. Do they know two exits from the workplace, and where the muster point is?
- Point out the location of all fire extinguishers and fire alarms
- Show them where the first aid station is and inform them who the first aid attendants are
- Ensure they are aware of the reporting process if they experience an incident or near miss
- Show your new co-worker the MSDS labels for any chemicals you are working with
- Communicate the importance of machine operating safety and ensure they know where to find these procedures
- Make sure your new co-worker knows who to talk to about any safety concerns or questions

**KEEP**  
**• EACH OTHER •**  
**SAFE**

**As a new or seasoned OKIB employee we all need to remember working safely is a team effort. You look out for other workers and they look out for you!**