

Loyola University

Policy and Procedure Manual – General Occupational Health and Safety Plan Safety Practices
Policy No. 30-0

30-0 Employee Training

30-01 Employees must be trained in the safe operation of their equipment. Training is to be carried out by the responsible supervisor and includes training in the hazards associated with their jobs (chemicals, processes, etc.) the use of personal protective equipment and proper body mechanics (lifting and carrying).

Each new employee will be trained in how to perform a job before being left alone to perform the job, if the employee has not performed the job previously.

- 30-02
- a. Show the employee the right way to do the job step-by-step.
 - b. Let the employee try the task while you observe.
 - c. Suggest improvements.
 - d. Supervise the work until you are sure the employee can do the job safely alone.
 - e. Check later to see if the employee is following instructions, and plan on repeating safety instructions often.
 - f. Let your new employee become familiar with the tasks before expecting him/her to produce at top form.
 - g. Show the new employee the location of the first-aid station.
 - h. Make sure he/she understands that all injuries must be reported and attended to promptly.
 - i. Explain that safety rules must be obeyed and that there are penalties for failure to follow safe practices and procedures.
 - j. Follow-up later to check on the progress of the employee and praise where appropriate or reinstruct if necessary on safety program.
 - k. Try to get the employee involved in the safety program.

30-03 Signed records indicating that the employee was given and understood training applicable to his/her job should be kept by the supervisor and a copy sent to the Safety Officer.