

Safety Note #110

NEW EMPLOYEE ORIENTATION: EH&S TRAINING



Information available from the U.S. Bureau of Labor Statistics indicates a total of 4.3 million nonfatal injuries and illnesses occurred in private industry workplaces during 2004. Data available from the National Agricultural Safety Database indicates there are approximately 100,000 agricultural-related nonfatal injuries every year.

California Code of Regulations Title 8, Section 3203 (a)(7) requires employers to provide new employees with training on workplace procedures, processes, equipment, and hazards. As part of the orientation process, all new employees shall review and understand the written workplace Injury and Illness Prevention Program (IIPP) and site-specific Emergency Action/Fire Prevention Plan.

New ANR employees should complete the online Safety Orientation training available from the EH&S website: http://safety.ucanr.edu/Safety_Training_Resources/. This training provides general safety information that every employee should know and has separate modules for various types of work activities, such as field, office, laboratory, or maintenance work. There are additional sections for supervisors and Safety Coordinators. In addition to the online training, Videos E-036 and S-036, Employee Safety Orientation, are available from the ANR EH&S Library at <http://ucanr.edu/safetyvideos>.

Supervisors and managers shall provide additional EH&S training that is specific to the position description of the new employee as follows:

1. Hazard Communication.
 - Safety Data Sheets (SDS) and container labeling information.
 - Written hazard communication program.
 - Descriptions of hazardous substances used in the workplace and appropriate employee personal protective equipment, work practices, and emergency procedures.
 - Pesticide training requirements for agricultural field workers.
 - UC Laboratory Safety Fundamentals Training, if appropriate.
 - Chemical Hygiene Plan review, radiation safety awareness, animal care and use, or bloodborne pathogen training, if appropriate for an employee's job duties.
 - Asbestos and lead-based paint notifications, where necessary.
2. Ergonomics
 - Continuous standing and sitting.
 - Computer workstation.
 - Repetitive motion.
 - Lifting, pushing, pulling, bending, and climbing.
 - Slips, trips, and falls.
3. General Safety Procedures and Awareness
 - Workplace hazards, including confined space, electrical, hydraulic, and mechanical energy, domestic and wild animals, terrain, weather, and diseases.
 - Personal protective equipment, including respiratory protection.
 - Safe vehicle operation.
 - Equipment and machinery safety.
 - Hand and power tool safety.
 - Agricultural crop or product processing operations.

[Safety Notes](#), [videos](#), and [online training](#) are available from ANR EH&S for most of the above topics.

All new employee orientation EH&S training must be documented and maintained as part of the employee's training record. As an employee's job duties change, the supervisor or manager shall review and update the employee's EH&S training requirements, as necessary.

Contact the ANR EH&S Office at <http://ucanr.edu/askehs> for assistance with new employee (or other) EH&S training and information, if needed.