MCOE Injury and Illness Prevention Program

Appendix A (Supervisor's Employee Safety Orientation) of Part 3 (Communication of Occupational Safety and Health Information) to the Merced County Office of Education Injury and Illness Prevention Program

PURPOSE

An employee's ability to safely perform their work assignment is dependent upon their knowledge and training of the equipment they use and their work environment. Due to the diversity of each department and large geographic area MCOE employees are assigned to, each new employee will be formally orientated to their work assignment by their direct supervisor.

RESPONSIBLITIES

Assistant Superintendents/Directors:

a. Ensure that supervisors are familiar with their responsibilities of this Appendix.
b. Support the employee orientation process by ensuring that supervisors have sufficient time to conduct the orientation.

Department/Site/Office supervisor:

a. Ensure each new employee to the department/site/office is orientated to the specific requirements of their work assignment to include use of equipment, PPE, chemical safety, and emergency response procedures.
b. Document the orientation of each new employee with the Employee Safety Orientation Form.
c. Send a copy of the completed orientation form to Human Resources.

OHS Analyst:

a. Establish tracking process to verify completion of supervisor's safety orientation of new employees.
b. Maintain records of orientations.

PROCEDURES

1. Upon assignment of new employees to the department/site/office, supervisor will schedule an orientation within 14 days.

2. Supervisor will conduct the new employee orientation using the Employee Safety Orientation form.

3. A copy of the completed orientation form will be forwarded to Human Resources.