

New Employee Orientation

Procedure Name: New Employee Work Place Orientation Training/Review
Frequency: One Time
Written by: Don Carpenter Revised on Date: 3/30/98

Purpose of This Procedure: Supervisors have responsibilities for familiarizing a new employee with procedures, operations, and hazards in the work areas.

Detailed Procedure:

For all new employees in the Particle Physics Division, supervisors are responsible for the following items. Supervisor will limit duties of the new employees to those activities for which they have already received proper training.

1. Confirm that the employee has received training new employee orientation. In general this includes conventional and radiation safety awareness training from the ES&H section.
2. Provide a review of emergency plans and shelters for the employee's normal work area.
3. Review with the new employee any required personal protective equipment. Assist the employee in acquiring that equipment.
4. Review any hazards the new employee will encounter in their normal work area.
5. Introduce the new employee to the other group members. Tour his/her likely work areas, including right-to-know centers.
6. Assist the employee with applications for security keys as required.
7. Review with the employee, the training needs assessment. Emphasize that training is a prerequisite for some work activities. Formulate a schedule with the employee to accomplish this training.

New Employee Signature _____

Orientation Accomplished by

Signature _____ Date: _____