

Job site: \_\_\_\_\_  
 Foreman: \_\_\_\_\_

Date: \_\_\_\_\_  
 G.C. \_\_\_\_\_

<b>SMOHIT Safety Sense</b> <b>Toolbox Talks for the Sheet Metal Industry</b>	<h3>New Coworkers</h3> <ul style="list-style-type: none"> <li>• Coworkers play an important role in getting the new employee off to a good start. New employees are often swamped with information all at once when they begin a job, which can be quite overwhelming, especially since they are not yet familiar with their surroundings.</li> <li>• Veteran employees can make the workplace a lot more satisfying overall, if they take a couple of moments to help out the new workers. Here are a few ways to begin orientating a new worker with the work environment:           <ul style="list-style-type: none"> <li>○ Introduce yourself to the new worker. Explain your job and offer your assistance to the new worker, should he or she have any questions.</li> <li>○ Remember that the new worker may be highly skilled and experienced in his or her trade, but may not necessarily be used to your company's way of doing things. Be patient and help the new worker get acquainted with company policies.</li> <li>○ If you see the new worker doing something wrong, explain the proper procedures in a tactful way.</li> <li>○ Point out the locations of first aid kits, fire extinguishers, restrooms, and break rooms.</li> <li>○ Resist any temptation to complain about aspects of your job that you don't like. Get the new worker started out on a positive note by telling them what is good about the company.</li> <li>○ Most importantly, lead by example by using correct work procedures and practicing good safety habits.</li> </ul> </li> <li>• Getting workers off on the right foot can help to prevent an accident or injury to everyone on the crew.</li> </ul>	<h3>Instructor Tips</h3> <ul style="list-style-type: none"> <li>• <b>Ask workers to recall their first days on the job and to speak about their initial experiences and feelings about being "the new guy."</b></li> <li>• <b>Remind workers to encourage new workers to ask questions when they are not sure of something.</b></li> </ul>
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Reference: HAZCOM 29 CFR 1910.1200, 1926.21