

Warehouse Handbook: New

NEW EMPLOYEE TRAINING

The efficiency of your district depends on how well your employees understand and carry out their jobs. Train them the right way by:

- ☒ Analyzing the task and its hazards.
- ☒ Putting the employee at ease.

- ☒ Showing the employee exactly what has to be done to perform efficiently and safely - explain each step.
- ☒ Watching the employee try out the task - explaining each step back to you.
- ☒ Following up - check the performance from time to time

The few extra minutes taken at this time to make sure the employee understands the job will pay for itself later on.

Supervisors should review with each new employee equipment operation and maintenance manuals, product information, MSDS records, safety manuals, standards, and training instruction for specialized operations maintained at work locations for reference

Supervisors should also review with each new employee the procedure for reporting injuries that occur while on duty and performing assignments as employees. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Division of Workers' Compensation offices.

NEW EMPLOYEE ORIENTATION

The following are some important safety rules and practices that each employee is required to follow, no matter what work assignment is being performed.

- ☒ 6. District property, including building and grounds, is no place for horseplay, fighting, teasing, and/or practical jokes.
- ☒ 7. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.

- ☒ 12. Store combustible, flammable, or hazardous material in approved cabinets or rooms only, and always use approved safety containers.
- ☒ 13. Material Safety Data Sheets (MSDS's) are available to any person who requests this information.

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- ☒ 1. Do not run, watch your step, and try to maintain your balance.
- ☒ 2. Know your evacuation procedures and the location of fire extinguishers, fire alarms, or any other emergency equipment
- ☒ 3. Immediately report hazardous conditions or substances, broken equipment, and defective tools to your supervisor, principal, or superintendent. They will take appropriate action to correct the problem
- ☒ 4. Never overload electrical circuits.
- ☒ 5. Never plug appliances with heating elements into surge protectors
- ☒ 8. Obtain operating instructions for all equipment. Before attempting to operate any machinery with which you are not familiar, read the operating instructions carefully. After use, put all tools and/or equipment back in their proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord.
- ☒ 9. Use handrails when using the stairways.
- ☒ 10. Sweep broken glass onto a dust pan. In instances where glass is shattered into particles to be picked up by hand, always use gloves or a wet paper towel; never use bare hands.
- ☒ 11. Wipe up all spills immediately, regardless of who caused the spill. . If you do not wish to wipe up the spill, or you have nothing with which to clean it, do not leave the area unguarded. Report the spill to the proper person immediately.
- ☒ 14. All ladders should be inspected and set up properly before using
- ☒ 15. The use of alcoholic beverages, narcotic drugs, or their derivatives in the work place is grounds for immediate termination.
- ☒ 16. Use common sense at all times. If you are unsure about something, ask!
- ☒ 17. Take care when lifting. Lift properly and stay within your limitations

PROCEDURES FOR REPORTING

PROCEDURES FOR REPORTING\nON-THE-JOB INJURIES OF EMPLOYEES:

Employees of the district who are injured on duty and while performing assignments as employees, must report such accidents immediately to their supervisor. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Workers' Compensation Commission offices