

# MAFES Dawg Tracks

July 23, 2018



MISSISSIPPI STATE UNIVERSITY™  
MS AGRICULTURAL AND  
FORESTRY EXPERIMENT STATION

Training Employees

A key element to maintaining a safe work place is good training for the workers. (Workers may include, along with full-time employees, temp workers, student workers, volunteers, faculty, or visiting faculty). You initially hire someone based on their past experience and education, but each new work place or new assigned job task will have a variety of specifics details a worker needs to know.

The supervisor should go over the initial safety rules and expectations, along with consequences if they are not met. Be specific about things like ...

- Where personal protective equipment is kept.
- Location of first aid kits, fire extinguishers, and shelter-in-place or outside meeting places for emergencies.
- Where tools for their task are kept.
- How to order needed supplies.
- When and how to report a work injury or near miss incident.

The most important part of any training is open, two-way communication. The supervisor does not need to do all the talking. Give the worker a chance to ask questions and voice concerns. Encourage workers to come back and ask questions, at any time, if they come across a situation where they aren't sure how to perform a task safely or have concerns about the job.

To the right is a list of topics and points to discuss with a new employee during an initial safety orientation, or it could be used for guidelines on issues to address with a current employee when a new job task is assigned. Keep in mind, this is just to get you started thinking - make the list fit your specific work area.

1. Personal Protective Equipment (PPE):
  - gloves, safety glasses, etc.
  - saw chaps, high visibility vest
  - loose clothing, long hair
2. Emergency Action: tornado, fire, medical...
3. How to use a Fire Extinguisher
4. Mercury containing bulbs
5. Hazard Communications:
  - paint / oil / chemical disposal
  - chemical storage
  - spill prevention / cleanup
  - safety data sheet
  - label containers
6. Confined Spaces
7. Rolling Stock:
  - MSU vehicles
  - utility carts, atv, utv
  - forklift, man lift
  - farm equipment
  - maintenance
7. Lockout/Tagout
8. Asbestos Awareness
9. Fall Protection
  - harness
  - ladders
10. Machine Guards – removal & replacement
11. Electrical – power strips, extension cords
12. Hand Tools - proper use & inspection
13. Barricades:
  - in pedestrian areas
  - in vehicle traffic areas
14. Labs:
  - radiological/biological
  - fume hoods
15. Bloodborne Pathogens
16. Hot Work – welding, cutting, grinding
17. Office:
  - work station ergonomics
  - heaters
18. Good Housekeeping

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