**How to do a New Hire Safety Orientation: Course Outline and Objectives**

**Course Objective: To equip safety professionals, managers, and HR personnel with the knowledge and skills necessary to develop and deliver effective new hire safety orientations that promote a strong safety culture and ensure compliance with regulatory requirements.**

**Target Audience: Safety managers, HR professionals, supervisors, and anyone responsible for onboarding new employees in safety-sensitive industries.**

**Course Modules:**

1. **Introduction to New Hire Safety Orientations**
   * **Importance of first impressions in safety culture**
   * **Legal and regulatory requirements**
   * **Setting orientation goals and objectives**
2. **Planning the Orientation**
   * **Identifying critical safety information for new hires**
   * **Tailoring content to specific job roles and industry sectors**
   * **Developing a comprehensive orientation checklist**
3. **Content Development**
   * **Company safety policies and procedures**
   * **Hazard recognition and reporting**
   * **Personal protective equipment (PPE) requirements**
   * **Emergency procedures and evacuation plans**
4. **Delivery Methods and Techniques**
   * **Balancing classroom instruction with hands-on training**
   * **Utilizing multimedia and interactive elements**
   * **Addressing diverse learning styles and language barriers**
5. **Documentation and Record Keeping**
   * **Creating effective orientation materials**
   * **Developing sign-off sheets and acknowledgment forms**
   * **Maintaining accurate training records for compliance**
6. **Evaluation and Follow-up**
   * **Assessing new hire comprehension**
   * **Implementing post-orientation safety checks**
   * **Gathering feedback for continuous improvement**
7. **Special Considerations**
   * **Orienting temporary and contract workers**
   * **Remote worker safety orientations**
   * **Refresher training and ongoing safety education**
8. **Practical Exercise**
   * **Developing a sample orientation program**
   * **Peer review and feedback sessions**

**Key Takeaways:**

* **Participants will understand the critical components of an effective new hire safety orientation.**
* **They will learn to develop tailored orientation content for different roles and industries.**
* **Participants will gain skills in delivering engaging and memorable safety orientations.**
* **They will understand the importance of documentation and follow-up in the orientation process.**

**Delivery Methods:**

* **Instructor-led training with interactive discussions**
* **Workshops for developing orientation materials**
* **Role-playing exercises for orientation delivery**

**This course is designed to help organizations create comprehensive and effective new hire safety orientations that lay the foundation for a strong safety culture and ensure compliance with safety regulations from day one of employment.**