



QUALITY | PRIDE | SERVICE

## TOOL BOX TALK

### April 10th, 2023

### New Employees

This time of year, Gray & Son hires many new employees. Working safely is a team effort. Taking responsibility for others is especially important when it comes to new and young workers. Keep an eye on them and remind them how to work safely.

Help the new worker settle in safely by using these points:

- Show them where to obtain safety materials and instructions.
- Help the new worker get equipped, fitted, and trained with the appropriate protective clothing and equipment for the task at hand. Make sure they have their vest and safety glasses on.
- Show your new co-worker the labels for any products you are dealing with. Help them understand how to read them and what PPE is necessary to work with them.
- Point out the location of fire extinguishers, 1st Aid Kits and other emergency equipment.
- Communicate the importance of leaving machine guards in place to prevent accidental contact with moving equipment.
- Teach the new employee to respect the power of the equipment being used and the operator. Teach them to always make **eye contact** with the equipment operator. They must **NEVER** assume the operator knows where they are.
- Make sure the new employee knows who to talk to about any safety concerns or questions.
- If you see the new person or any worker doing something unsafe, speak up. It's not interfering; it's looking out for their safety and others. Your advice to the new co-worker can help make sure they pick up the information necessary to work safely. Teach new employees all you can because they are the future of **GRAY& SON**.

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*We are an equal opportunity employer*

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