

# Master Brewers Safety Toolbox Talk



## Introduction To Onboarding New Employees

### Overview

Over the course of 2020, the Brewery Safety Committee will highlight items to assist with the onboarding of new employees. Whether you refer to it as new hire orientation, onboarding or another term, it is important to establish an effective safety culture in your brewery.

### Starting Out Right

New employee training provides a great opportunity to get new hires on board with your safety program, shape their safety attitudes, and hone their safety skills and knowledge. During the orientation period, you have the chance to introduce new workers to all the basic safety information. It is very important that you use this time to communicate effectively the expectations of your safety programs, describe the hazards associated with your brewery, talk about the specific tasks the employee will be engaged in and listen to questions from the employee.

### Why Onboarding Matters

- Employees are most at risk of injuries during their first few weeks to first month on the job.
- The typical job injury can cost your company \$4000 or more, depending on the severity.
- The orientation period is the opportunity to get new employees engaged in safety from the start.
- You can set the bar for the expectations and develop safe, responsible employees from day 1.

### Onboarding Basics

- Make expectations clear so that employees realize right from day one, that safety is a priority and a skill, that must be integrated into all aspects of their job. Compensation and career advancement are dependent on honing and integrated safety skills into all aspects of their job. Administer a short pretest to find out what new employees know—and especially what they don't know—about key safety hazards and practices in your organization.

- At the end of the initial orientation period, give a posttest to find out what the new employee has learned and what you need to go over again.
- Use hands-on demonstrations to make sure that your new employees understand the correct procedures and can perform them.
- Provide new workers with a written safety checklist that covers safety rules, procedures, and precautions. Encourage them to post the checklist at their workstations and to refer to it as they work.

### Team Approach Orientation

- Working safely is a team effort. You look out for other workers and they look out for you. Taking responsibility for others is especially important when it comes to new and young workers. They need you to keep an eye on them and remind them how to work safely.
- Buddy up new workers with a seasoned employee who has a good safety record. Put them together for at least a couple of weeks, or until you're convinced that it's safe for the new worker to go solo. A buddy can help the new person understand the importance of hazard identification and risk control. A buddy is there to coach and reinforce risk control.

### Post Orientation

- Follow up on initial safety orientation by monitoring performance closely and asking and answering questions during those first few weeks and months to make sure you've gotten the safety message across.
- Spend time listening to the new employee and encourage them to give input on issues better ways to do things. Develop them as a safety advocate.
- Ask the new employee for feedback on the new hire process, what works, what did not work and how they would improve upon it.

### Final Thoughts

Getting all employees on the same page when it comes to safety is not an easy task. However, if you start off from day one with the expectations, goals and how the team can be successful together, it does go smoother. Creating a positive safety culture starts with everyone working safely together.

Look at future Toolbox Talks for more information regarding topics to cover, training ideas and more.

**If you have any questions regarding this, please see your supervisor/manager or a member of the Safety Committee.**

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<http://www.mbaa.com/brewresources/brewsafety>