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NCWorks Worksite Safety Orientation Training

Participants and worksites should follow workplace safety standards applicable to their work environment. This document contains examples of safety areas for awareness. This is not an inclusive list. Worksites must ensure that safety procedures are in place and monitored, and any need for training is addressed. Any concerns or accidents must be addressed and reported immediately. Not following procedures and safety standards could result in termination.

➤ Core Safety Principles

- **Be Aware:** *Example:* Watch for forklifts in a warehouse or vehicles on a construction site.
- **Follow Procedures:** *Example:* Use a ladder instead of standing on a chair to reach high shelves.
- **Report Hazards:** *Example:* Report a leaking pipe in a break room to prevent slips.
- **Use of PPE and Proper Clothing/Footwear:** *Example:* Wear safety goggles when using power tools or gloves when handling sharp materials. Wear proper shoes/boots for work. No open-toe shoes for outdoor work. Wearing safety vests/hardhats when needed or back brace when lifting.

➤ Indoor Safety Guidelines

- **Ergonomics:** *Example:* Adjust your chair and monitor height to avoid neck and back strain.
- **Electrical Safety:** *Example:* Don't daisy-chain power strips or use damaged extension cords.
- **Fire Safety:** *Example:* Don't block fire exits with boxes or equipment. Know exit locations.
- **Slip, Trip, and Fall Prevention:** *Example:* Use anti-slip mats in kitchens or near entrances during rainy weather.

➤ Outdoor Safety Guidelines

- **Weather Awareness:** *Example:* Postpone outdoor work during thunderstorms or high winds.
- **Sun Protection:** *Example:* Apply SPF 30+ sunscreen every 2 hours when working in direct sunlight.
- **Hydration:** *Example:* Use a hydration station or carry a water bottle when working outdoors.
- **Terrain Hazards:** *Example:* Use caution tape to mark holes or uneven ground.
- **Proper Lighting:** *Example:* Discontinue work when daylight reduces clear visibility.

➤ Tool and Equipment Safety

- **Training:** *Example:* Only certified employees should operate forklifts.
- **Inspection:** *Example:* Check for frayed wires or loose parts before using power drills.
- **Maintenance:** *Example:* Tag and remove malfunctioning equipment from service until repaired.
- **Safety:** *Example:* Wear proper footwear/clothing. Use proper gloves and eye/hearing protection when appropriate.

➤ **Chemical and Material Safety**

- **Labeling:** *Example:* Ensure cleaning supplies are clearly labeled and stored properly.
- **Safety Data Sheets (SDS):** *Example:* Review the SDS before using a new product.
- **Storage:** *Example:* Store flammable liquids in approved safety cabinets away from heat sources.

➤ **Emergency Procedures**

- **Evacuation Plans:** *Example:* Know exit routes from your work area.
- **First Aid:** *Example:* Know how to use an eyewash station if exposed to chemicals. Know where First Aid kits are located.
- **Incident Reporting:** *Example:* Report on all accidents. Report a flesh cut from a box cutter to ensure proper treatment and documentation.
- **Communication:** *Example:* Always have access to a phone to call emergency services if needed.

➤ **Behavioral Safety**

- **No Horseplay:** *Example:* Don't race pallet jacks or throw tools.
- **Substance Policy:** *Example:* Never operate machinery under the influence of alcohol or drugs. Do not report to work under the influence.
- **Respect and Communication:** *Example:* Use radios or hand signals to communicate clearly on noisy job sites. Avoid distractions and the use of personal cell phones during work.
- **Supervision:** *Example:* Do not complete tasks alone that require assistance or pose potential dangers.
- **Traveling:** *Example:* Always buckle up when traveling and follow speed limits and road signs.

➤ **Training and Continuous Improvement Examples:**

- Attend safety meetings and suggest improvements to processes.
- Only operate tools/equipment for which you are authorized and know how to use properly.
- Tools and materials are cleaned up and properly stored at the end of each shift.
- Always remain aware of surrounding conditions and practice safe lifting techniques.
- Always communicate with your worksite supervisor and coworkers and follow directions.
- Report any concerns and/or accidents to NCWorks staff.

I have reviewed these workplace safety guidelines and commit to practicing safe standards in my workplace. I understand not following safety guidelines and performing work outside of my scope could result in termination of my worksite placement.

Participant Signature: _____ Date: _____

Worksite Signature: _____ Date: _____

Staff Signature: _____ Date: _____