



# How New Employee Onboarding Can Promote Safety

**28% of workplace injuries** occur within the first year of employment<sup>1</sup>

## FIVE KEY ELEMENTS TO INCLUDE IN AN ONBOARDING PROGRAM

1

### Safety expectations/culture orientation

Walk through the corporate safety mission overview with new employees and review the safety policy.



2

### Emergency procedures and facility overview

Provide a tour of the facility. Be sure to review the evacuation plan and the location of the emergency exits, and share contact information.



3

### Personal protective equipment (PPE)

Review types of PPE, as well as key locations and hazards requiring PPE.



4

### Accident/injury reporting

Review the medical and first aid policy, steps for incident reporting and return to work policies.



5

### Job specific skill-based training

Provide hands-on training that can help new employees perform their job, and assign them a mentor.



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[travelers.com/resources/workplace-safety](https://www.travelers.com/resources/workplace-safety) for more information on reducing risk.



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<sup>1</sup> <https://www.travelers.com/resources/workplace-safety/onboarding-and-training-employees-into-a-safety-culture.aspx>