

# Basic Orientation Plus

The purpose of this orientation is to inform the new contractor employee of general safety rules, regulations, practices, and principles associated with the construction and contract maintenance/services industry, as well as, re-informing and updating the experienced employee. This course will qualify as an OSHA mandated orientation. The following topics are covered in this orientation:

## **Introduction to Basic Orientation Plus**

- Introduce and view "General Safety" Video
- Review course topics.
- Smoking rules.
- Plant entry and security.
- Accident Reports.
- Problems and doubts-importance asking and informing your supervisor.
- Personal safety considerations.

## **Hazard Communication**

- Introduce and view "Hazard Communication" Video.
- Describe the "Right-to-Know" Law under OSHA regulations.
- Define Hazardous Material.
- Describe methods of recognizing hazards.
- Explain Material Safety Data Sheets (MSDS')
- Discuss Marking and Labeling for Hazardous Materials.
- Describe the NFPA and HMIS methods for labeling.

## **Personal Protective Equipment**

- Introduce and view "Personal Protective Equipment" Video.
- Controlling Hazards.
- Assessment and Selection.
- Selection and fitting guidelines.
- Devices and Adjustable Features.
- Reassessment of Hazards.
- Cleaning and Maintenance.

## **Respiratory Protection**

- Introduce and View "Respiratory Protection" Video.
- OSHA and NIOSH requirements.
- Respiratory Hazards.
- Types of respirators.

# Basic Orientation Plus

- Fitting the respirator.

## **Hearing Conservation**

- Introduce and View "Hearing Conservation" Video.
- Effects of noise and the way we hear.
- Symptoms of Exposure.
- OSHA Hearing and Conservation Standard.
- Monitoring and Audiometric Testing.
- Administrative & Engineering Controls.
- Personal Protective Equipment.

## **Electrical Safe-Work Practices**

- Introduce and view "Electrical safety related work practices for the non-qualified worker" Video.
- Causes of Electrical Accidents.
- Unsafe Work Practices.
- Energized and De-energized equipment.
- Lockout/Tagout procedures.
- Working on Energized Circuits Safely.
- Overhead Line Safety.
- Energized parts General Safety Considerations.
- Safe work Practices for Portable Electrical Equipment.

## **Elevated Work**

- Introduce and View "Elevated Work Surfaces" Video.
- Hazards of Elevated Work.
- Employer/Employee responsibilities.
- Types of Fall Protection Systems.
- Scaffold User Safety.
- Scaffold Inspection.
- Ladder Safety.
- Training Requirements.

## **Process Safety Management**

- Introduce and View "Process Safety Management" Video.
- Introduction to Process Safety Management.
- Employee Involvement.
- Process Safety Information.

# Basic Orientation Plus

- Process Hazard Analysis.(PHA)
- Operating Procedures and Practices.
- Employee Training.
- Contractors.
- Pre-Startup Safety.
- Mechanical Integrity.
- Non-routine Work Authorizations.
- Managing Change.
- Investigation of Incidents.
- Emergency Preparedness.
- Compliance Audits.

## **General Rules and Emergency Response**

- Introduce and View " General Rules and Emergency Response" Video
- Owner/Employer Responsibilities.
- Employee Responsibilities.
- Accident Reporting and Emergency Notifications.
- Controlled Substance Policies.
- Permits and Work Authorizations.
- Job site Maintenance and Housekeeping.
- Vehicle and Equipment Rules and Operations.
- Hand Injuries.
- Back and Lifting Safety.
- Fire Prevention.
- Emergency Action Plans.
- Alarms and Communications.

## **Excavation, Trenching and Shoring**

## **Job Hazard Analysis/Job Safety Analysis**

## **Review and Testing**

- Question and Answer Period
- Comprehensive Written Test.