



MISSISSIPPI STATE UNIVERSITY™
EXTENSION

MSU DAWG TRACKS

A key element to maintaining a safe workplace is having workers who recognize the hazards around them and taking precautions to minimize risks in these areas. A worker may include, not only full-time employees, but also student workers, seasonal workers, volunteers, or visiting faculty. A person is initially hired based on their past experiences and education, but each new workplace or new assigned job task will have a variety of specific new details a worker needs to know.

The supervisor should go over the safety rules and expectations, along with consequences if they are not met. However, as individuals we are ultimately responsible for our own safety. So, if you are unsure about specifics of a job or not informed about hazards & needed precautions, ask the supervisor or an experienced co-worker for guidance to protect yourself.

All workers need to know about things like ...

- Where personal protective equipment is kept & location of first aid kits.
- What to do if there is a fire & where to go if a tornado.
- Where tools for the job task are kept & how to order needed supplies.
- When and how to report a work injury or near miss incident.

The most important part of any training is open, two-way communication. The supervisor does not need to do all the talking. Give the worker a chance to ask questions and voice concerns. Encourage workers to come back and ask questions, at any time, if they come across a situation where they aren't sure how to perform a task safely or have concerns about the job.

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Below is a list of topics and points to discuss with a new employee during an initial safety orientation, or it could also be used for current employees when a new job task is assigned. Keep in mind, this is just to get you started thinking - make the list fit your specific work area and job task.

1. Personal Protective Equipment (PPE):
 - gloves, safety glasses, etc.
 - saw chaps, high visibility vest
 - loose clothing, long hair
2. What to do in an emergency & bad weather.
3. How to use a fire extinguisher.
4. Hazard Communications:
 - paint / oil / chemical & pesticide disposal
 - chemical storage & container labels
 - spill prevention / cleanup
 - safety data sheet & chemical information
5. Equipment use:
 - MSU vehicles, carts, ATV, UTV
 - forklift, man lift
 - farm equipment
6. Lockout/Tagout & controlling hazardous energy.
7. Fall Protection – working at height, ladders, fall harness use.
8. Machine Guards – removal & replacement.
9. Electrical – power strips, extension cords, panel access.
10. Hand Tools - proper use & inspection
11. Lab precautions – specific hazards, fume hoods.
12. Hot Work – welding, cutting, grinding
13. Office: workstation ergonomics, heaters.
14. Good Housekeeping – organization & trash disposal.
15. Working alone, remote areas & communication.

Sources:

[https://www.mafes.msstate.edu/safety/pdfs/New Employee Safety Topics checklist.pdf](https://www.mafes.msstate.edu/safety/pdfs/New_Employee_Safety_Topics_checklist.pdf)