

Stage 2: First Day

I ensured that someone was assigned to meet the new hire when they arrived.

I showed the new employee to their workstation and gave them a tour of the workplace. I also showed them where the restrooms, break room/kitchen, emergency exits, etc., are located.

I introduced the team to the new employee and asked each team member to share a little about their job and themselves (asking them in advance so that they were prepared).

We reviewed the job description together, ensuring that the new employee understood their job duties and the expectations regarding performance.

I explained safety policies and processes. This included anything relevant to how a job is to be done (i.e., proper lifting, safe machinery operation, what to do in case of a robbery, fire protocols, and how to evacuate the work location safely in case of emergency).

If the employee has a disability, I discussed and agreed upon any adjustments or accommodations required as part of safety policies and procedures (e.g., instead of evacuating during a fire drill, will the employee wait in a refuge location?). I also ensured that supervisors, fire wardens, and first aid attendants (etc.) were aware of any plans in place.