BG ETEM
Energie Textil Elektro
Medienerzeugnisse

General



Initial Induction for New Employees

Training
Support Material for Workplace Safety Briefings

Your Statutory Accident Insurance



Safe start: how to properly onboard employees at a new workplace

The initial induction serves to familiarise new colleagues with the company's specific procedures and occupational safety and health more generally. Individual behaviour plays an important role in occupational safety and health, and it is important to identify hazards at an early stage. During a tour of the company, supervisors introduce the new workplace, the safety and health arrangements, and the colleagues responsible for them.

Checklist: key topics for induction

General company rules

- **What to do in the event of fire:** Information on escape routes and the location and use of fire extinguishers.
- **First aid and what to do in the event of accidents:** Who are the first aiders and what is the correct response (emergency response chain)? Record all accidents.
- **Industrial lift trucks:** Never use forklift trucks without authorisation; observe traffic routes.
- **Noise protection:** Hearing protection must be worn in noisy areas.
- **Safety signage:** Observe prohibition signs and no-entry restrictions.
- **Ban on alcohol and smoking:** Follow company rules.

Workplace-specific induction

- **Lifting and carrying:** Use only ergonomically designed lifting and handling aids.
- **Personal protective equipment (PPE):** Always use the specified PPE, such as safety footwear or protective eyewear.
- **Order and cleanliness in the workplace:** These form the basis of a safe work environment.
- **Electrical equipment and installations:** Use only in a safe and proper manner.
- **Working on machines:** Never reach into running machinery, do not disable protective devices, observe the function of interlocking guards and emergency stop controls, and take account of any other risks mentioned in the operating instructions.
- **Hazardous substances:** Follow the operating instructions to ensure correct handling.

BG ETEM's mission

BG ETEM provides cover for employees in the event of workplace accidents and occupational diseases. The employer pays the contributions in full. BG ETEM also supports prevention, provides the best possible medical care after an accident or occupational disease, covers treatment costs and helps safeguard the livelihood of injured and ill employees.



Practical assistance:
BG ETEM supports member companies with occupational safety and health by providing brochures, flyers, films, posters and other materials that are useful on a day-to-day basis. These can be ordered on our media portal or downloaded directly from the website: ↗ **medien.bgetem.de**

Workplace orientation: where to find what

Emergency and alarm plan

Emergency exits

First-aid notice board

Emergency number

First-aid kit

Fire extinguisher

Issue of personal protective equipment

Attendance register/sign-in sheet

Changing room

Toilets

Break room

BG ETEM member notice board

Advice and assistance: who is responsible?

	Name	Phone	Location
Contacts during induction			
Company manager			
Direct supervisor			
Occupational safety specialist			
Safety officer			
Works council			
First aider			

Working for you
BG ETEM

Fostering a safe and healthy work environment
BG ETEM is the statutory accident insurance provider for approximately four million people across more than 230,000 member companies.

We help make everyone's workplace as safe as possible. In the event of a workplace accident or occupational disease, we provide medical treatment, rehabilitation and support to help you return to work.

Learn more about us and the services we offer:
www.bgetem.de

Order no. PU022-2e
Our publications on occupational safety and health are available at
medien.bgetem.de

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