

Workplace Instruction –
General



Initial safety briefing for new employees

Information for employees

Initial safety instructions – a must at every new workplace

Facts

Initial safety training helps new employees to become familiar with the workplace conditions as well as health and safety obligations. It is of great importance that each worker acts in a responsible manner and

recognises potential hazards in good time. When showing workers their new workplace, supervisors should also introduce the health and safety facilities available, as well as the colleagues responsible for these.



If you have any questions always consult your supervisor. Only in this way can accident- and trouble-free work be guaranteed.

What should be considered in particular?

General company rules and regulations

- **Behaviour in case of fire**
Instruct and practice rescue routes, location and handling of fire extinguishing equipment
- **First-aid and correct behaviour in the case of accidents**
Who is the first-aider and what has to be done (rescue chain)? Documentation of all accidents
- **Forklift trucks**
Never use a forklift truck if you are not authorised to do so, caution with transport/traffic routes
- **Noise protection**
Wear hearing protection in noisy areas
- **Safety marking**
Follow prohibitory, warning, mandatory, emergency escape and first-aid signs
- **Alcohol and smoking ban**
Follow company regulations

Workplace-related initial safety instructions

- **Lifting and Carrying**
Always use the correct ergonomic lifting aids
- **Personal Protective Equipment (PPE)**
Always use specified PPE such as safety shoes and eye protection

- **Keep the workplace clean and tidy**

This is an essential basic rule for safe working

- **Electrical installations and equipment**

Operate only in a safe manner

- **Working on machines**

Never reach into a machine while it is operating, do not manipulate safety devices, observe the effectiveness of locking guards and emergency stop switches, be aware of eventual remaining risks noted in the operating instructions

- **Dangerous substances**

Always follow the handling instructions

What is the task of the German Social Accident Insurance Institution (BG)?

Employees are insured against occupational accidents and diseases by the BG. The insurance premiums are paid by the employer. In order to prevent work accidents and occupational diseases the BG supports its member companies in the field of prevention. If, in spite of using preventive measures, an accident or disease occurs, the BG will provide the best possible medical support and care. The BG will cover all expenses arising from medical treatment and secure the living expenses of injured and sick employees.

Tip

The BG provides information on all topics mentioned in this document (e.g. workplace instructions). Ask your supervisor or inform yourself e.g. on www.bgetem.de.



Report accidents immediately!

Where to find?

Emergency plan/alarm plan

Distribution of safety shoes and other PPE

Emergency exits

Attendance record

First-aid plan

Changing room

Emergency number

Toilet

First-aid equipment

Rest room

Fire extinguisher

Information about accident insurance

How to find contact persons?

NAME	PHONE	PLACE
Contact person during training period		
Production manager		
Superior		
Occupational health specialist		
Company doctor		
Security officer		
Works council		
First-aider		

