

New Employee Orientation (NEO)

April 2024



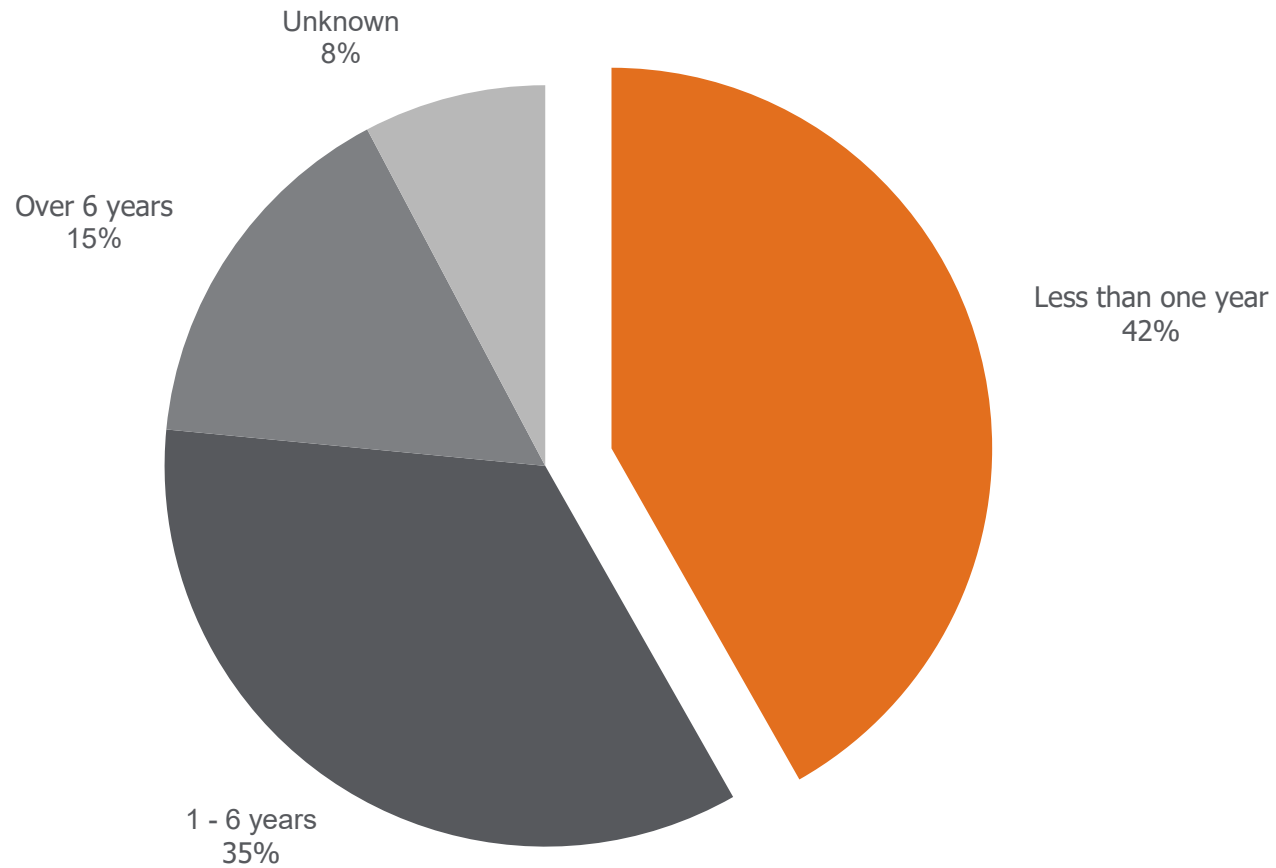
Agenda

- Why NEO programs are key to a safer workplace
- Qualities of a successful NEO program
- How to ensure your new hires are ready to work safely

Why NEO is Key to a Safer Workplace

A Vulnerable Group

Serious Claims by Employment Length



ROI of Safety



The screenshot shows the OSHA's Safety Pays Program website. At the top, there is a banner with the title "OSHA's \$afety Pays Program" overlaid on an image of US currency. Below the banner is a navigation bar with "Estimator" and "Background" tabs, and a "Back to OSHA Small Business" link. The main heading is "Estimated Costs of Occupational Injuries and Illnesses and Estimated Impact on a Company's Profitability Worksheet", with a "Text Version" button to the right. A paragraph explains the program's purpose: to assess the impact of occupational injuries and illnesses on profitability by projecting the amount of sales needed to cover costs. Below this is a "Direct Costs" section with a list of five instructions: 1. Select an injury type from the drop-down menu OR enter the total workers' compensation costs. 2. Enter the profit margin (leave blank to use default of 3%). 3. Enter the number of injuries (leave blank to use default of one). 4. Select "Add/Calculate" to compute the total direct and indirect costs. 5. Repeat the step to add additional injuries to the list. The form includes an "Injury Type" dropdown menu, an "OR" separator, and input fields for "Workers' Compensation Costs (annual sum of costs)" (value: 1638), "Enter Profit Margin (%)" (value: 5), and "Enter Number of Injuries" (value: blank).

ROI of Safety

Direct costs	\$1,638
Indirect costs (4.5x direct costs)	\$7,371
Sales to cover indirect costs (5% profit margin)	\$147,420

The Qualities of a Successful NEO Program

Developing a Productive Employee



- Understands role & contribution
- Knows how to solve problems
- Can perform job tasks safely

Topics to Include

NEO program

Workplace

- Safety philosophy & culture
- Incident reporting
- Personal protective equipment (PPE)
- Hazard recognition
- Stop-work authority

Emergencies

- Emergency procedures
- Right to know
- Workplace violence

Job-specific

- Work area
- Lockout/tagout
- Machine safety
- Industry & role-specific hazards

Establishing Psychological Safety



- Open to questions
- Encourage sharing
- Acknowledge mistakes

Employees Each Learn Differently



Hear It



See It



Do It





NEO Program




- Documented in step-by-step plan
- Teaches role & contribution
- Provides training for hazards & controls

Resources



Your Safe Company
New Employee Safety Orientation Guide



Welcome to Your Safe Company! Our goal is to help you be as safe as possible while you are here. This guide is designed to help you understand our company safety programs and safety expectations. During this orientation session and beyond, please feel free to ask for help when you are not sure what to do.

This guide will give you information about the following topics:

- Think Safe, Work Safe [principle](#)
- Fire emergencies
- Medical emergencies
- Evacuations
- Means of egress (exits)
- Personal protective equipment (PPE) requirements
- Hazard communication and working safely with [chemicals](#)
- Machine safeguarding
- Control of hazardous energy: Lockout/Tagout
- Maintaining safe walking and working surfaces
- Material handling equipment
- Powered industrial truck operations (forklifts)

Please carefully read the information so you are familiar with our safety processes. Our goal is to have a workplace that is free from recognized [hazards](#) and we need your help in maintaining a safe workplace.

Safety Contacts



[Insert Contact Name and Phone Number]

[Insert Contact Name and Phone Number]

Resources

CLAIMS ▾ SAFETY PAYMENT MORE ▾

Welcome, Ryan.

Use your Texas Mutual Online account to manage your workers' comp policy. If you have any questions, we're here to help. Call us at (800) 859-5995 or email information@texasmutual.com.

TEXAS MUTUAL INSURANCE COMPANY

IN FORCE

Billing [MAKE PAYMENT](#)

Paperless invoicing Off **NEW**
[Go paperless invoicing for faster delivery](#)

Autopay On
[See which payment methods Texas Mutual accepts](#)

NOTIFICATIONS 🔔
No payments due at this time

Claims [REPORT INJURY](#)

Claim# or lastname 🔍

[View thousands of safety resources to help prevent injuries](#)

Work with a safety expert:
844-WORKSAFE (967-5723)
safety@texasmutual.com

NOTIFICATIONS 🔔
No new claims alerts
[Manage claims alerts](#)

Resources: [The Latest News](#) | [Healthcare network](#) | [Find a doctor or pharmacy](#) | [Safety groups](#) | [Rights & Responsibilities](#)

Resources

REPORT INJURY CLAIMS ▾ SAFETY PAYMENT MORE ▾

Safety Resource Center Dashboard

Access Grants

Safety Resources e-Learning Safety Tools

Free and discounted safety resources

Take steps to prevent and manage accidents with thousands of free and discounted safety resources, including educational materials, classes, presentations, videos and more.

- [Safety and employer resources catalog](#) **UPDATED**
 - [Safety webinars](#)
 - [Safety courses at local colleges](#)
 - [Online OSHA training](#)
 - [Texas Mutual events](#)

Resources

The screenshot shows the Texas Mutual website search results for the query "new employee orientation". The page features a navigation bar with the company logo and tagline "WORK SAFE, TEXAS". A search bar at the top right contains the text "Search Content on Command" and a "SEARCH" button, with a red callout "1" pointing to it. Below the search bar is a breadcrumb trail: "Home Safety resources Employer HR resources and tools". A dark blue bar indicates the current location: "You are here : Search Results" and the date "Monday, April 8, 2024". A red callout "2" points to the search input field containing "new employee orientation". Below the search bar is a "Refine your search" sidebar with categories: Agency Prospecting & Renewal Tools, Audience, Brokerage Prospecting & Renewal Tools, Cybersecurity, Employee Benefits, Employer Content, and Featured. The main content area displays search results with a "Display:" icon and a "Show: 10 items/page" dropdown. Three results are visible: "New Employee Safety Orientation Checklist", "New Employee Safety Orientation Process", and "New Employee Safety Orientation Guide". Each result includes a thumbnail, a title, a brief description, and a "View" link. A red callout "3" points to the "View" link for the "New Employee Safety Orientation Guide". A fourth result, "Risk Insights - The Importance of Safety Orientations in Onboarding", is partially visible at the bottom.

e-Learning

The screenshot shows a navigation bar with the following items: Safety Services, e-Learning (highlighted with a red callout '1'), Safety Resources, Safety Tools, and Safety Group. Below the navigation bar, the main content area features a heading 'Free Texas Mutual e-Learning' with a 'NEW' badge. A paragraph of text follows: 'We're excited to announce Texas Mutual's new e-Learning system, now with even more safety courses and features to help train and educate your employees.' A dark blue button labeled 'Explore e-Learning' is highlighted with a red callout '2'. Below the button, there is a link for 'Previous (legacy) e-Learning training reports'.

The modal dialog box has a title bar 'Continue to e-Learning' with a close button (X). The main text reads: 'You will be redirected to Texas Mutual's e-Learning system.' At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'. A red arrow points from the 'CONTINUE' button to the right.

e-Learning

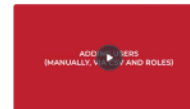
Welcome to Texas Mutual e-Learning

Your account is being created. Please allow about 10 minutes for us to finish creating your account. Once you log in for the first time, it can take up to 15 minutes for all e-Learning courses to load.

Video 1 of 5: Navigation Overview



2. Managing



3. Assigning Courses



4. Creating Courses



5. Analytics & Reporting




When you're ready to get started, close this window and click 'Manage e-Learning'.

CLOSE


NEXT

e-Learning

e-Learning for Employees Need help? 844-WORKSAFE (967-5723) | safety@texasmutual.com


 Welcome, [Redacted]


[MANAGE E-LEARNING](#) [SAFETY VIDEOS](#) [HELP](#) [Q](#)




Bridge e-Learning & SafetyNow

Safety resources for Texas Mutual policyholders

MANAGE E-LEARNING

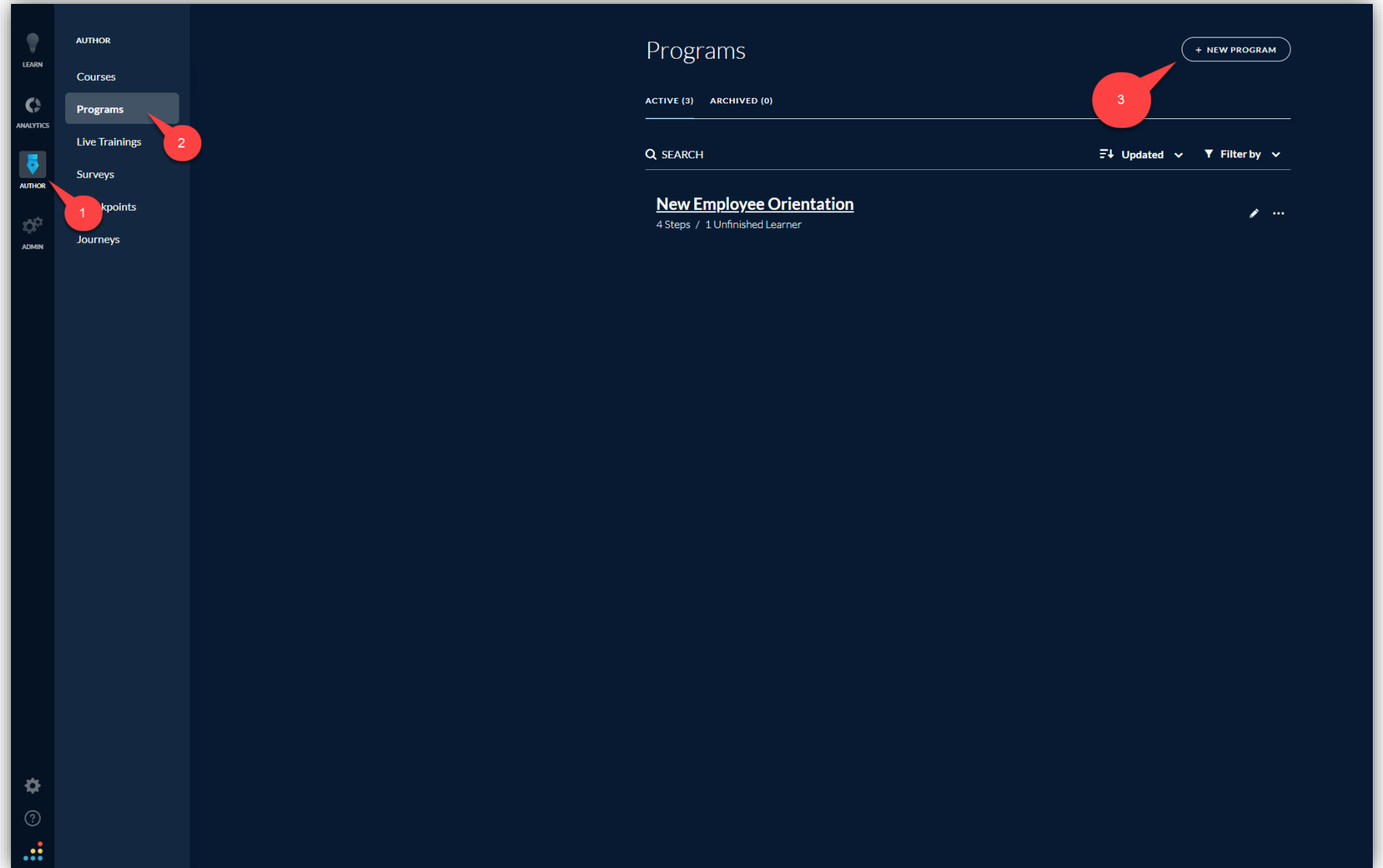


Safety videos



e-Learning FAQs

e-Learning



e-Learning

— New employee orientation

Welcome to our company! We have prepared this training program for you to help you to be a productive and safe member of the team.

— Section 1: Workplace safety & culture



Building a Safety Culture

Due by 11:59 PM on Apr 16, 2024 / [See details](#)

A positive safety culture in the work environment is critical to the success and effectiveness of any health and safety program.



Sign receipt of handbook

[See details](#)



FUNDAMENTAL 55: PPE Fundamentals

[See details](#)

Wearing PPE is sometimes the only control for specific hazards. The focus of this course is to help employees identify types of PPE and the hazards they protect against, explain characteristics of PPE and worker and employer PPE responsibilities.



Perform walkthrough with supervisor

[See details](#)

— Section 2: Emergency procedures

How to Ensure Your New Hires Are Ready to Work Safely

Testing



e-Learning



Written Tests



Visual



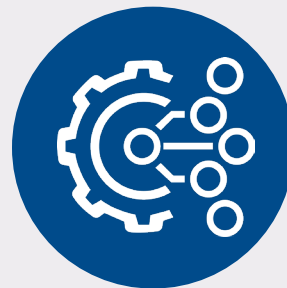
Visual Testing



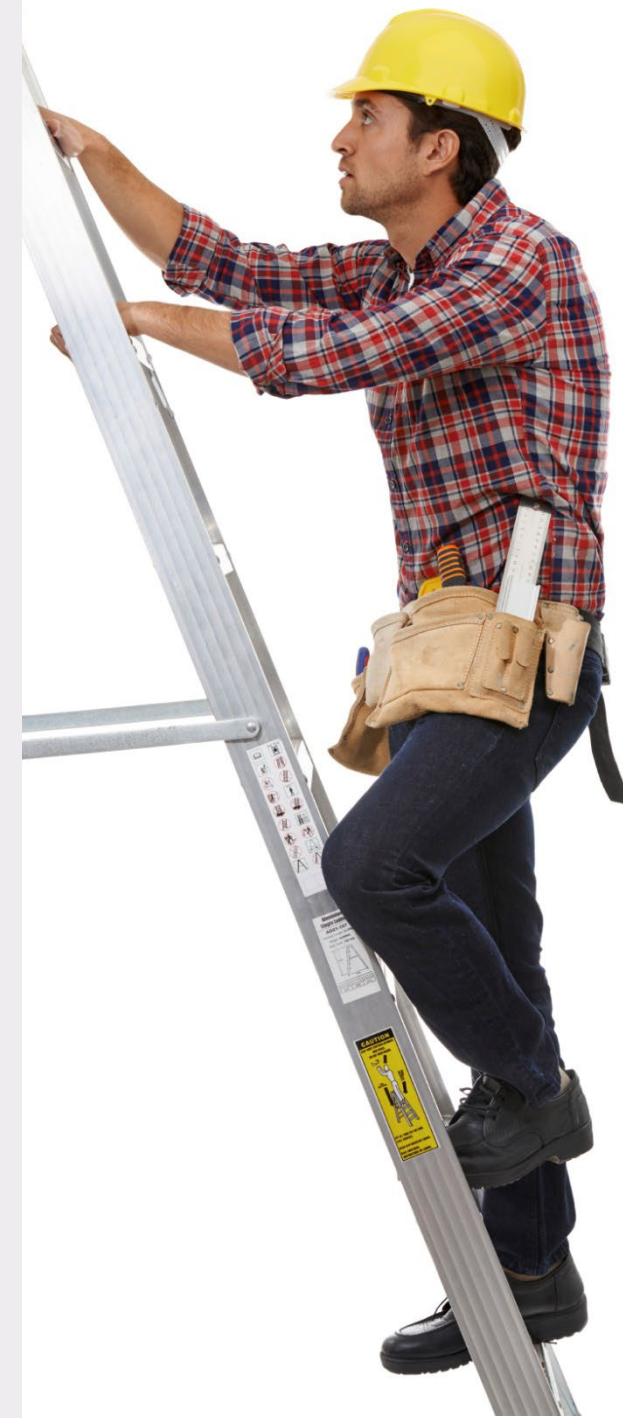
AR/VR Simulations



Photo Hotspots



Process Sort



Coaching



- Prompting
- Encourage problem-solving
- Two-way conversations

Skill Demonstration



- Safety knowledge
- Gear / PPE
- Ergonomics
- Emergency procedures



Q & A

Thank you!

844-WORKSAFE (967-5723)
safety@texasmutual.com

