



# NEW EMPLOYEES

Innovations Manufacturing, Inc. (the Company)

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## Purpose

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The purpose of the New Employee program is to prevent work related injuries and illnesses to new hires and temporary workers who do not yet have adequate knowledge of the hazards associated with their new role. The Company will assign supervisors and experienced employees to observe and mentor the daily activities of the New employee until that employee demonstrates a competency level satisfactory to the supervisor.

## Scope

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- Applies to all employees new to the Company regardless of experience.

## Definitions

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**New Employee:** An employee new to their assigned task and without any prior experience to the Company's processes, procedures, tools, and equipment.

**Mentor:** An experienced employee, who has been assigned to help and work with a New Employee by his/her supervisor.

## Key Responsibilities

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- Managers and Supervisors shall ensure that this program is implemented and followed.
- Employees shall follow the requirements of this program.

## Monitoring of New Employees

- The Company shall train, monitor, and mentor new employees for safety awareness and mindset until the supervisor deems them competent to exit the program.
- If, at a certain time the New Employee demonstrates through their actions and behaviors that they can work safely and follow the Company safety requirements, adhered to HSE policies and has no recordable incident attributable to him/her, they will be allowed to work without constant observation and mentorship.
- An employee that has exited the New Employee observation and mentorship program may be selected and a New Employee observer/mentor.
- Regardless of time with the Company, every employee is required to stop an unsafe act or condition observed. These instances should be documented through the Good Catch reporting program.