New Employee Orientation SOP

1. Purpose / Background

Orientation programs are designed to familiarize new employees with their surroundings, provide information on benefits and available resources, and to begin the process of assimilating into the work environment. A key component of a successful orientation program is to familiarize new employees with essential aspects of MIT's environmental, health and safety (EHS) policies, practices and procedures.

2. Scope

The scope of this SOP is to familiarize new staff about environmental, health and safety day-to-day policies, practices and procedures, the Environment, Health and Safety Management System (EHS-MS) and associated roles and responsibilities, and the Environment, Health and Safety Office.

This SOP in no way replaces or supersedes documentation and or required information that MIT's Human Resources Department provides or requires with regard to new employees and or employment. It is solely designed to provide information regarding environmental, health and safety requirements and associated roles and responsibilities as defined by the EHS-MS.

3. Prerequisites

3.1 See Human Resource website at: http://hrweb.mit.edu/index.html for information on beginning work at MIT.

3.2 For information about MIT's policies related to environment, health, and safety see the MIT EHS policy (http://ehs.mit.edu/site/content/mit-environmental-health-and-safety-policy).

4. Procedures

4.1 Orientation programs should provide written material, computer access and opportunities for new employees to learn about environmental, health and safety requirements and their roles and responsibilities as defined by the Environment, Health and Safety Management System (website: http://ehs.mit.edu/site/content/ehs-management-system) and their department, lab or center.

4.2 A successful program involves introductory meetings with departmental EHS Coordinators, EHS Representatives and EHS Lead Contacts when applicable.

4.3 During the initial phase of orientation, work rules, goals, policies, procedures and performance expectations as they relate to environment, health and safety are to be presented and discussed and when required documented.

4.4 New employees, in a timely manner, must register for environment, health and safety training by accessing the *Training Needs* website at: http://ehs.mit.edu/site/training

4.5 The Environment, Health and Safety Office is comprised of five disciplines: *Safety*, *Environmental Management*, *Industrial Hygiene*, *BioSafety*, and *Radiation Protection*. Each program is organized to address functional areas that new employees must be familiarized with to enhance environmental awareness and to safely perform their work. Information about each program, associated services, resources and requirements is available at the EHS website at: http://ehs.mit.edu/site/

4.6 All employees must be familiarized with emergency preparedness procedures for their specific work location.

5. Roles & Responsibilities

5.1 It is the role and responsibility of the PI, Supervisor, or designee to inform the employee about environment, health and safety policies, practices and procedures as they relate to the employees work and work area. These include but are not limited to: emergency exit doors, emergency escape routes, fire alarm boxes, emergency contact numbers, EHS training, material safety data sheets (MSDSs), and injury/illness reporting.

5.2 It is the responsibility of the new employee to register for environment, health and safety training by accessing the *Training Needs* website at: http://ehs.mit.edu/site/training

5.3 It is the role and responsibility of the PI, Supervisor or designee to discuss work rules, goals, policies, procedures and performance expectations as they relate to environment, health and safety are to be presented and discussed and when required documented.

5.4 It is the role and responsibility of the new employee to familiarize himself/herself with all environment, health and safety practices and procedures for his/her work and work area.

5.5 It is the role and responsibility of the new employee to understand his/her roles and responsibilities as defined under the EHS-MS.

6. Monitoring Requirements

6.1 It is the responsibility of the PI, Supervisor or designee to monitor the new employee's orientation progress.

6.2 It is equally the responsibility of the new employee to monitor his/her progress and to document progression as well as to request assistance.

7. Record Management

7.1 All required training should be documented through the MIT Learning Center and, if required, in the employee's personnel file.

8. References

8.1 Standards

None

8.2 Other SOP/ SOGs

8.2.1 Human Resource website at: http://hrweb.mit.edu/index.html
8.2.2 Environment, Health and Safety website at: http://ehs.mit.edu/site/
8.2.3 SOPs and SOGs related to Environment, Health and Safety: http://ehs.mit.edu/site/sops

9 Definitions

None