

New Employee Safety Orientation

Frequently Asked Questions

What is New Employee Safety Orientation (NESO)?

NESO is safety training that is included in PCC's New Employee Onboarding process. NESO is a hybrid curriculum that consists of both instructor-led and online content that all new PCC employees must complete within 60 days of being assigned. NESO, like the other components of the New Employee Onboarding, provides a foundation of essential information, services and resources for employees offered by Environmental Health & Safety (EH&S), Risk Services and Public Safety.

How long is NESO?

Most new employees should be able to complete NESO in 3 hours. The first component of NESO is a 90-minute instructor-led event held at least twice each month; the second component of NESO, entitled *Online New Employee Safety Training*, is a 90-minute self-paced series of online materials. Users unable to devote 90 minutes of continuous time to *Online NESO* can save their progress and finish the curriculum at a later date. Upon completing these two components, new employees are asked to discuss the *New Employee Safety Training Checklist* (provided during NESO) with their manager.

Why should new employees complete NESO?

NESO serves to provide each employee with a baseline understanding of PCC's safety policies, common workplace hazards, and resources to mitigate those hazards. New employees have the opportunity to interact with members of EH&S, Risk Services and Public Safety while learning about PCC's safety culture, safety procedures, accident/incident reporting, and services available to ensure employees stay safe and knowledgeable about a variety of workplace hazards, including driving safety, ergonomics, reporting emergencies, available training, and more. PCC believes that each new employee, once armed with knowledge, can make a meaningful contribution to PCC's safety culture that improves the lives of students and employees alike.

Is NESO relevant to my role at PCC?

Each PCC employee is exposed to a plethora of workplace hazards, which may include chemical, mechanical, physical, biological, ergonomic hazards, etc. Each department has a unique palette of hazards based on chemicals used or stored, equipment in operations, processes, and activities. The knowledge gained from NESO serves as an employee's foundational first step toward understanding these hazards and how to mitigate them. New employees will become familiar with PCC's Health & Safety Manual and learn about engineering and administrative ways to control hazards as well as the role and value of personal protective equipment.

Which employees must attend NESO?

In order to comply with the Oregon Occupational Safety and Health Administration (OR OSHA) regulations, all PCC employees must receive training on hazards to which they may be exposed, how to prevent such exposures, workplace safety rules, and procedures for responding to emergencies. This requirement applies to all job classifications regardless of whether an employee works full-time or part-time.

What happens if an employee doesn't complete NESO?

In short, nothing ... until something happens. New employees that do not receive safety training are far more likely to injure themselves because they're not aware of specific hazards or ways to protect themselves. The impact of an employee injury can be felt by coworkers and students alike as others absorb the added workload associated with the injured employee's potentially prolonged absence. Having untrained employees is a form of regulatory non-compliance which is a risk that could potentially subject PCC to penalties from OR OSHA. Additionally, such employees may find themselves at a disadvantage compared to their trained counterparts when it comes to understanding available resources or what to do in the event of an emergency.

What are the benefits of attending NESO?

When new employees complete NESO, they understand that certain hazards are present at PCC and they know how to stay safe and help ensure the safety of everyone: staff, students, and visitors. Employee completing NESO also become familiar with PCC's safety procedures and have an appreciation for PCC's safety culture and commitment to safety. Risks of injury and non-compliance are lessened and the burden of the hiring manager having to complete all of the new employee's safety training is eliminated.

What department or organization hosts or leads NESO?

PCC's Environmental Health & Safety (EH&S) department coordinates and hosts the instructor-led component of NESO and establishes content for the online component of NESO. During the instructor-led event, new employees will engage with presenters from PCC's Risk Services and Public Safety departments as well as members of EH&S.

How are employees registered for NESO?

Unlike other safety-related curricula offered on MyCareer@PCC, managers need not register their employees for NESO. NESO is embedded into of PCC's New Employee Onboarding process which is overseen by Human Resources. New employees are assigned NESO once a PCC email account has been established for them and new employees can view their assignment by logging in to MyCareer@PCC and reviewing that part of the screen noted as My Actions.

PCC has a diverse workforce. What accommodations are made for employees with special requests?

The instructor-led component of NESO is taught in English, but translations have been made of the presentation materials into Spanish and Vietnamese; these are currently available on the EH&S webpage. EH&S has been able to provide accommodations for employees when such requests have been made in advance.

What training awaits new employees after completing NESO?

Safety training will differ from one department to the next. The best way for a new employee to understand what training they will need to complete is to schedule a time with their manager to review the *New Employee Safety Training Checklist*. This checklist covers a variety of topics such as vehicle/equipment use, occupational exposure to various hazards, personal protective equipment, and emergency procedures. Many of these topics have employee training requirements associated with them.

When an employee transfers to a different department at PCC, will they have to retake NESO?

Employees transferring from one department to another, or from one campus or center to another, may have to retake training if there are changes in the workplace that create or present new hazards. The decision on whether to have a transferring employee retake NESO resides with the employee's new manager. The *New Employee Safety Training Checklist* can help managers make this decision.