



Belonging and Excellence for All (BE4ALL) is a joint effort by SMART, SMACNA, and the ITI to create an industry-wide culture where everyone is welcome and belongs, including those from historically underrepresented groups, and where we all strive for the highest standards of performance and professionalism, resulting in a thriving unionized sheet metal industry that affirms the dignity and worth of us all. These Toolbox Talks are in support of this mission.

## BE4ALL Toolbox Talk SUPPORT SAFETY: GIVE NEW CO-WORKERS YOUR SUPPORT!

Once the initial orientation to the job has been completed, it's time to move the new employee into the work force and introduce the people they will be working with. Co-workers play an important role in getting new employees off to a safe and productive start, especially since new employees are looking up to you.

Getting a new employee started off on the right foot is very important. Statistics indicate that up to 60% of all job injuries occur to new employees with less than six months experience on the job. Repeated, friendly reminders of safety procedures and work rules by a mentor can greatly reduce the chance of an accident with the new employee. Many times, new employees will not think of questions until after they have worked a few days and begin to understand the job requirements more thoroughly. As a co-worker, if you make yourself available to answer questions, it shows your willingness to provide a safe workplace for everyone involved.

### Your Responsibility

What is an experienced employee's role when it comes to orienting a new employee? Remember that they are likely nervous to begin with. They probably won't remember all the instructions they are given and aren't familiar with the new surroundings. This is often a time for information overload.

#### ...So how can an experienced co-worker help out?

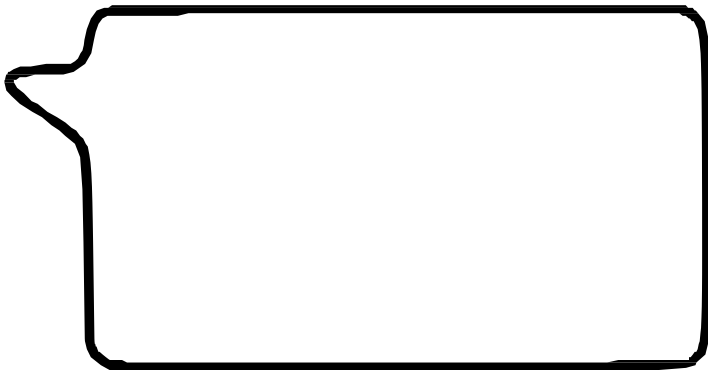
- *Introduce yourself to your new co-worker, explain your job and offer assistance.*
- *Encourage them to ask questions if they are not quite sure.*
- *The new person may be highly skilled and experienced in their trade, but not necessarily used to your company's ways of doing things.*
- *Point out locations of first aid kits, fire extinguishers, restrooms & break rooms. Be sure your new co-worker is wearing the right PPE and is using it properly.*
- *If you spot this person doing something wrong, [tactfully explain the proper procedures](#). It's easier to do this if a "coaching" role has been assigned or agreed-upon.*
- *During lunch and breaks include them in the group so everyone can get better acquainted.*
- *Perhaps most importantly, lead by example with correct work habits.*



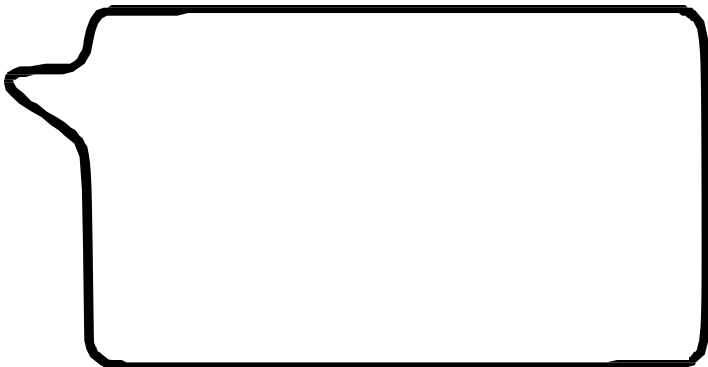
Remember, getting new people started on the right path can help prevent an accident or injury to everyone on the crew. **Think of it as an investment in the future of your work group and your company.**

**Staff Conversation & Notes:**

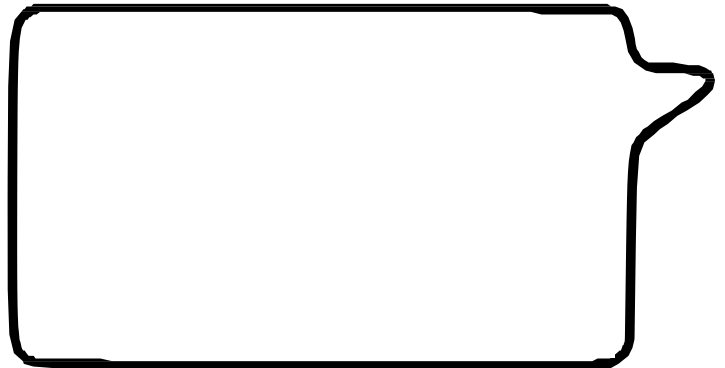
What ways can experienced employees contribute to creating a comfortable atmosphere for new team members, particularly those who might feel anxious about starting a new job?



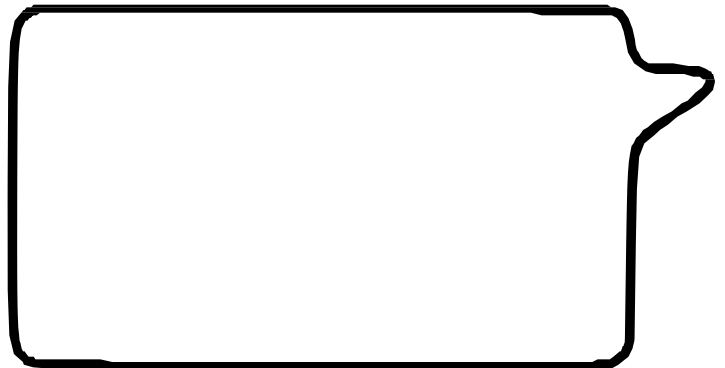
Considering that new employees might feel hesitant to ask questions initially, how can we make sure that we create an environment where questions are encouraged and valued?



How can we ensure that new employees feel welcome and supported by their co-workers during their initial orientation and beyond?



How can experienced employees proactively set an example of respectful behavior, especially when it comes to communicating about company aspects and practices?



**BE4ALL Toolbox Talk  
New Co-Workers  
SURVEY**

<https://www.smacna.org/givenewcoworkersyoursupport>