No supervisor shall assume that a newly hired, newly assigned, or reassigned employee clearly knows all of the job safety procedures. Each employee must be trained. The guidelines below must be followed for employee training.

1. **Preparation for Presentation**

   Put the employee at ease. Define the job and determine what understanding the employee has of the duties/ responsibilities. Encourage the employee’s interest in learning about the job.

2. **Presentation**

   Explain, show, and illustrate one important step at a time. Stress each key point. Instruct clearly, completely, and patiently. Cover no more than the employee can master at one time.

3. **Performance**

   Have the employee do the job and provide coaching. Ask the employee to explain each key point of the job. Make sure the employee understands each key point. Ask questions, correct errors, and repeat the process if necessary.

4. **Follow-up**

   Permit the employee to perform duties/responsibilities without close supervision. Designate support staff who can be contacted for assistance. Check the employee’s progress frequently and encourage questions. Decrease coaching and follow-up gradually while encouraging continued observance of key points.