



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 480
VERSION: 1

SUBJECT: ORIENTATION AND TRAINING

POLICY:

All newly hired employees shall attend “New Employee Orientation” provided by The High Desert Health System (HDHS) Human Resources, and shall be trained on the specifics related to their job prior to being given their assignments.

PURPOSE:

To ensure that all HDHS employees are sufficiently informed about their duties, rights, responsibilities and about the safety and security hazards, to which they may be exposed.

PROCEDURE:

The HDHS and Facilities Management will instruct all Facilities staff to read all policies and procedures. These will include but not limited to, all Facilities Operational policies, Facilities Personnel Policies, each individual Shop Policies, The Discipline Manual and Guidelines and all other relevant County Policies.

Employees will be given formal instruction on the hazards associated with their job and facility. This safety training will be provided:

- To all new employees.
- To employees given new job assignments for which training has not yet been received.
- Whenever the division is made aware of a new or previously unrecognized hazards.

When practical, supervisors will pair a new employee with an experienced employee of the same craft, to further orientate the new employee. Ongoing trade, equipment, utilities and safety training will be performed by the shop supervisor or the division’s safety coordinator. This training shall be performed and documented.

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