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**NEW LOGGING EMPLOYEE ORIENTATION AND TRAINING**

*Reviewed December 17, 2004*

New logging employees come with a wide range of experience. Initial orientation and training can be adjusted to meet the needs of the individual employee, based on previous experience. Obtain knowledge of this experience through careful questioning of the employee to determine what the individual does and does not know and by contacting the previous employer. Training performed by a prior employer counts, but the new employer must maintain documentation stating that it has been done. Even then, the employer should complete at least minimal training in all required topics to teach the employee about different methods, procedures, and hazards unique to the new job.

New employee orientation and training must be done before the employee begins work and must be provided at no cost to the employee. The minimum required training consists of:

1. **Safe performance of assigned tasks**—including, but not limited to, personal protective equipment, seat belt use, first aid kits, fire extinguishers, environmental conditions, hand and audible signals, overhead electrical hazards, and flammable and combustible liquids.
2. **Safe use, operation, and maintenance of tools, machines, and vehicles**, including knowing and following equipment manufacturer operating and maintenance instructions, warnings, and precautions.
3. **Recognition of safety and health hazards** in the new employee's specific tasks and work area and measures and practices to control these hazards.
4. **Recognition of other hazards** the employee may encounter in the logging industry and precautions to take.
5. **Procedures, practices, and requirements of the employer's work site.**

This training must be presented in a manner the employee is able to understand. Documentation of this training must be kept, including the employee's name, date(s) the training was performed, and the signature of the trainer or the employer.

The employer is responsible for ensuring that new (and current) employees can safely perform all assigned jobs. New employees must work under the close supervision of a designated person until they demonstrate the ability to perform the job safely.

See Loss Control Overview Number 7, "**TRAINING – LOGGING SAFETY PRACTICES & FIRST AID**," for additional employee training information.

**Important Note:** The purpose of this Overview is to provide an awareness of the OSHA Logging Standard training requirements for new employees. Contact the appropriate state and federal regulatory agencies for further guidance.