



Toolbox Talks for Club Employees: Employee Safety and Health Orientation

We strive to provide safe working conditions for our employees. We observe the safety laws of the governments within whose jurisdictions the club operates. No employee will knowingly be required to work in any unsafe manner. We cannot accomplish this goal without your assistance as an integral member of our team. We ask that you do everything reasonable and necessary to keep the club a safe place to work for yourself and your fellow employees.

Your supervisor will explain and review all of the safety requirements for employees to follow as well as those specific to your position. As a new employee at the club, we ask that you embrace safety as part of your job.

Your supervisor will review the following areas with you:

First Aid

1. The location of the first aid station and first aid supplies.
2. Who within the club is certified to provide first aid.
3. The importance of notifying your supervisor immediately regarding on the job injuries.
4. The location of the club's Automated External Defibrillators and how to use it.

Emergencies at the Club

1. The club's emergency procedures to follow in case of fire or any disaster.
2. The location of fire exits and extinguishers within the club.
3. The location of the posted emergency telephone numbers.

Housekeeping and Sanitation

1. The location of the club's waste disposal area.
2. The procedures for disposing of all types of waste with which you will be working.
3. The process for daily clean up of your assigned area of the club.

Hazard Communication

1. The chemicals, if any, with which you will be working.
2. The precautions which must be taken for the use of each.
3. The location of all related Material Safety Data Sheets.
4. The location of the main chemical inventory list.

Personal Protective Equipment

1. Wear appropriate Personal Protective Equipment (PPE).

Within Your Area

1. Tools you will be qualified to use in this position.
2. Proper cleaning procedure.
3. Proper lockout/tagout for this machine.

As a new employee, there are many safety topics of which you need to be aware. There is a lot of information that you need to comprehend. Please ask your supervisor for any additional information you may need to conduct your job in the safest manner possible.

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