

# Office of Risk & Safety

Organizational  
Training  
Class

**Course Name:** Workplace Safety Orientation

New Employee

**Duration:** 90 Minutes

**Video Included:** Yes

**Instructor:** TBD

**Course Description:** The purpose of this training is to orient all new personnel to the Douglas County organization. The various expectations and safety requirements that are essential while they are employed with the Douglas County Board of Commissioners will be discussed. This is a key element of the onboarding process and takes place in conjunction with Human Resources New Employee Orientation. A variety of topics are discussed to include:

- General workplace safety
- Duty to prevent injury to self and others
- Services and assistance provided by the Office of Risk & Safety (ORS)
- Duties to report safety hazards and incidents
- Authorization process for operating vehicles and equipment