

Construction Mentoring Program for New Hires

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Introduction

The Construction Mentoring Program is designed for new hire associates to allow them a safer working environment. We have found that new hire associates have one of the highest incident rates. Our records show that 41% of our recorded incidents occurred within the first year of employment.

Of the 41% of accidents/injuries within the first year of employment, 1/2 of those were within the first three months of employment; 24% of these occurred within the first month of employment. Of the 41% of accidents/injuries within the first year of employment, 83% were due to unsafe acts. Of the total accidents/injuries documented, the number of accidents declines significantly (6% or less in each year) by the third year of employment. With this data we decided to implement our new hire-mentoring program.

The Mentoring Program

This program consists of specialized training and mentoring for the newly hired associates for the first three months of their employment. The associates training will start during their first day on the job. Before the associate is allowed to step foot onto a construction site they are required to attend a six hour in-house new hire training program. This program reviews all aspects of the job and provides them with a wealth of knowledge before they begin their career as a roofer.

The object of the standardized safety training is to provide the associates with all the information needed to work safely and insure that the associates understand the safety requirements. This training also meets the Federal and State requirements for safety training. The safety-training program consists of the following:

- Watching our custom made orientation video
- Reading through the company safety manual
- Fire extinguisher video
- Fall protection

- Hazard Communication
- Personal Protective Equipment
- Mechanical Equipment Safety
- Electrical Equipment Safety
- Ladder Safety

With each of these training areas each has the following elements:

- Discussion
- Demonstration
- Practice
- Explanation
- Questions and Answers
- Exam

Depending on the training site they may receive additional training on the Hoist and Power Industrial Truck.

Implementation

The company uses color-coded vests or color-coded personal protection equipment to designate new hire associates. The lime vests are assigned to the new hires after they complete their standardized safety training and are worn until they reach a month of experience, which equates 160 hours or less. The associates are then required to wear an orange vest for two to three months of experience, which equates to 161 to 480 hours. Wearing the vest for the new hires is a full time requirement. The new hires wearing the vest will assist their safety mentor, team leader and their fellow associates in helping them to learn safe work habits. The new hires will also be able to understand who else on the site is a new hire associate so they do not seek advice from another trainee.

Below you will see pictures of our new associates and a new associate with his mentor.





The program is designed to assist the new hires in absorbing the material learned in the standardized safety training and transferring the information into real work situations. When the trainees arrive at their first assigned job location, the team leader will be their safety mentor or will assign them a safety mentor. The first mentoring session will be upon arrival at the job site. The safety-mentoring program consists of eight sessions with the safety mentor on the job site and takes place at regular intervals until the end of the associate's third complete month. Each mentoring session on the job site will review certain areas of the standardized safety training and helps to reinforce the information they learned. The first month there will be a mentoring session completed at the conclusion of each week. The second and third months will have a mentoring session completed at the conclusion of each month. The final mentoring session will be completed at the end of the program. It will consist of completing a job site inspection using the Corporate EH&S inspection form.

Below you will find the Session 6 document that is used on the job site. Next is our Corporate Safety Inspection form.

Date: _____

Safety Mentor or Team Leader to Do:

1. Ask the associate(s) to show you their pocket safety manual.

Note: If the associate(s) don't have the manual, tell them to always carry the manual with Them when working. The mentor should use their own personal manual to continue.

2. Ask the associate(s) to locate the Crisis Management Plan in the Safety Manual. Assist them if necessary.

Select an area of the Crisis Management Plan to discuss.
(Property Loss, Personnel Loss, non-fatality, or Personnel Loss, fatality)

Review the section above that was selected with the associate.
Write the section of the Crisis Management Plan that was discussed.

3. Ask the associate(s) to pick two topics in the safety manual and discuss the topics with the associate(s). (If unable to select, mentor select two topics). Write down the topics that were discussed.

4. Ask the associate(s) if they have any questions. _____

Safety Mentor, Team Leader (if not the same as mentor) and associate sign and date the check list; return to the office. Office: return to Human Resources.

Title	Print Name	Sign Name
Associate		
Team Leader		
Mentor (if different from T/L)		

Mentor/Team Leader comments: (Please back of form)

Example: Associate's understanding of the session; was the associate positive, negative, indifferent; Items on which you praised the associate; areas for which you have concerns; is associate wearing color-coded safety, etc.

SAFETY INSPECTION FORM (SIF)

Date: _____
 Company: _____
 Job Name: _____
 Location: _____
 TL/Foreman: _____
 Weather: _____
 Inspector: _____

GENERAL REQUIREMENTS	OK	UNSAT	N/A
Potable Water			
First Aid Kit			
Fire Extinguisher			
MSDS Collection On-Site			
Emergency Phone Number Poster			
Fall Plan On-Site and Signed			
OSHA #3165 Poster			
Daily Inspections Completed			

PERSONAL PROTECTION	OK	UNSAT	N/A
Safety Glasses			
Hard Hats			
Hearing Protection			
Respirators			
Face Shields/Goggles			
Protective Clothing			
Safety Shoes			
Gloves			
Safety Harness & Lanyard			

ROOF ACCESS	OK	UNSAT	N/A
Ladder			
Stairs			
Elevator			
Stair Tower			
Roof Hatch			

FALL PROTECTION	OK	UNSAT	N/A
Motion Stopping System (MSS)			
Guardrail System			
Personal Fall Arrest System			
Parapet Walls			
Restraint System			
Warning Line System			
Safety Monitor			

ELECTRICAL	O	UNS	N/A
Ground Fault Circuit Interrupter			
Battery Powered			
Cord Sets in Compliance			
Tools in Compliance			
Generator Use/Grounding			

ENERGIZED ELECTRICAL POWER LINES	OK	UNSAT	N/A
Minimum 10 ft. from Walking/Working areas			
Power Line Owner Notified Prior to Work			
Insulated/Blanketed Power Lines			

MATERIAL HANDLING	OK	UNSAT	N/A
Hoist Inspected			
MSS in Place			
Proper Counterweight			

COVERS OVER OPENINGS	OK	UNSAT	N/A
Capable of Withstanding Twice the Intended Load			
Secured from Movement			
Marked "Cover - Do Not Remove"			

TRASH CHUTE AREA	OK	UNSAT	N/A
Trash Chute Properly Secured			
MSS in Place			
Chute Area Neat and Orderly			

HOUSEKEEPING & MAT. STORAGE	OK	UNSAT	N/A
Roof Area Neat & Orderly			
Flammable Storage Separated & Posted			
Materials Stored Properly to Prevent Tipping			
Materials Stored Over Column Lines and Beams			
Dumpster not Overloaded			
Dumpster area Properly Barricaded			

KETTLE SAFETY	OK	UNSAT	N/A
Kettle Inspected			
LP Cylinders Secured			
Backflow Preventer and Regulator in place			
Kettle Properly Barricaded			
Kettle at Operating Temperature			
Kettle Operator Wearing Additional PPE: *face shield, *gloves, *water bucket			

POWER INDUSTRIAL TRUCKS/LIFTS	OK	UNS	N/A
Proof of Certification Operator			
Seat Belt			
Back Up Alarm Operable			
Manufacturer's Ratings Visible & Legible			
Daily/Shift Inspections completed			

SCAFFOLDING	OK	UNSA	N/A
Scaffolding Inspected Daily			
Level/Plumb			
Proper securement of scaffolding and feet			

COMMENTS & OBSERVATIONS:

The safety mentor on the job site must be a qualified, safe associate who has three years or greater experience with the company. This associate cannot have any safety infractions within the past twelve months and must be able to read and communicate the mentoring information. This associate must also be approved by the division and the corporate EH&S Department. Finally, they must be trained in the Safety Awareness Mentoring Program by the EH&S Department.

The responsibilities of the mentor are to create a heightened awareness of the roofing environment and hazards for the new hire. Establish a non-threatening and trusting relationship with the new hire to help them understand, absorb, and continually use the company safety procedures. The mentor will read and communicate the mentor information as required along with preparing for meetings each week by reading the checklist and reviewing the information to be discussed. If the mentor needs assistance they may contact the team leader or other associates in counseling the new hires in the mentor's absence. The most important responsibility is to behave as an example of a safe associate.

After the new hire has completed the safety-mentoring program their paperwork gets filed in their personnel folder and hopefully in three years they are willing to take a step forward and become a mentor for other newly hired associates.