



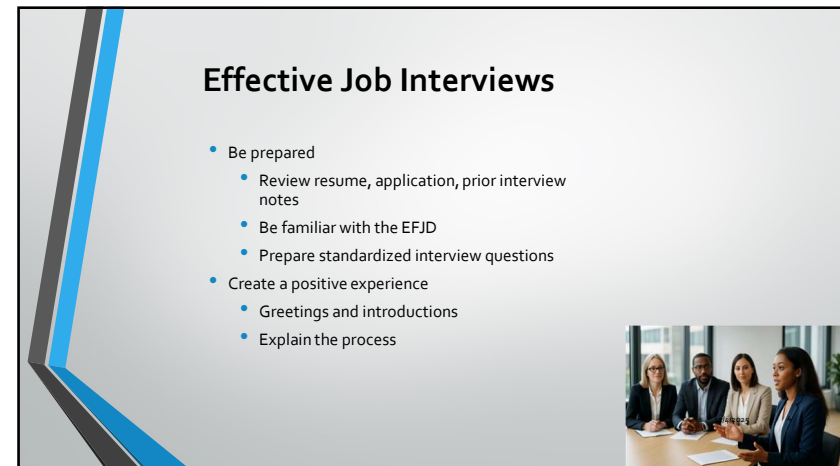
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Effective Job Interviews

- Do's
 - Ask if they can perform the essential functions of the position with or without accommodations
 - Describe working conditions and confirm they are able to perform the duties
 - Explain the schedule and attendance requirements, confirm they are available
- Don'ts
 - Ask if they have any disabilities, medical conditions, medical history
 - Ask if they have had past Workers' Compensation claims
 - Ask if they have ever had a workplace injury



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Offer Letters

- Offer letters can set the tone for the employment relationship
- An effective offer letter can also set clear expectations regarding job title, compensation, benefits, start date, and the at-will nature of employment



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Offer Letters

- Essential items to include in an offer letter:
 - Start Date
 - Job Title
 - Compensation
 - FLSA Status (Exempt vs. Non-Exempt)
 - Full-Time / Part-Time
 - Disclosing any pre-employment screening that the offer is contingent upon successfully passing.
- **Practical Tip:** Attach a copy of the job description.

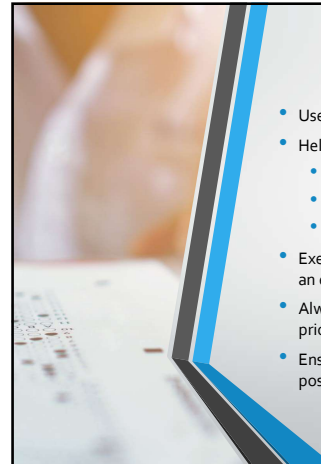


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Background Checks

- Useful tool for employers in the hiring process
- Helps identify candidates who meet:
 - legal and safety standards,
 - reducing risk of accidents
 - misconduct
- Exercise caution as there are various laws restricting when and how an employer can conduct them
- Always ensure you have collected the appropriate authorization prior to conducting any background checks
- Ensure the process is consistent for all applicants depending on the position they applied for



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Background Checks

Employment History

- Can be performed for all applicants regardless of the position they applied for
- Ensure candidates have the experience and reliability needed for safe job performance
- Performed to verify work history listed on resume or employment application

Reference Checks

- Can be performed for all applicants regardless of the position they applied for
- Stick to questions that are directly related to job performance
- Rehire eligibility, attendance, ability to follow instructions, etc.
- May be biased if applicant provides individuals with no knowledge of work performance

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Background Checks

Criminal Background Checks

- Can be performed for all applicants regardless of the position they applied for
- Should only be performed post-offer/pre-employment.
- Can help detect prior convictions that could pose safety risks in the workplace
- Be cautious of CA Fair Chance Act

DMV Record Check

- Can only be performed if driving for the company is related to the position they applied for
- Should only be performed post-offer/pre-employment
- Can help prevent hiring individuals with unsafe driving histories
- Typically, will provide information regarding applicant's license status, expiration date, traffic violations, DUIs, history of license suspensions

Drug & Alcohol Screening

- Can be performed for all applicants regardless of the position they applied for.
- Can help maintain a substance-free workplace, reducing workplace accidents.
- Should only be performed post-offer/pre-employment
- Consider [AB 2188](#) when conducting drug screening.

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Background Checks

Physical Examination

- Should only be performed if the exam is job-related and consistent with business necessity
- Should only be performed post-offer/pre-employment
- Can help ensure candidates are able to safely perform their job duties
- Cannot require applicants to pay for the exam

Credit Checks

- Should only be performed for candidates applying for positions that involve financial responsibility or has regular access to bank/credit card account information, social security numbers, date of birth, and other sensitive information
- Can help protect against fraud or financial misconduct

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Orientation

Importance of safety in the workplace

- Protected employees; prevent injuries, illnesses, and fatalities
- A safe work environment enables employees to perform their duties without unnecessary risk
- Reduces costs as workplace accidents can be expensive
- Ensure legal and regulatory compliance
- More than compliance—it should be a core value

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Orientation

Build a safety-oriented culture

- Integrate safety training into the new hire orientation process
- Set safety expectations from day one
- Foster a culture of care, responsibility, and accountability
- Explain emergency procedures and evacuation routes
- Provide guidance on reporting hazards or unsafe conditions

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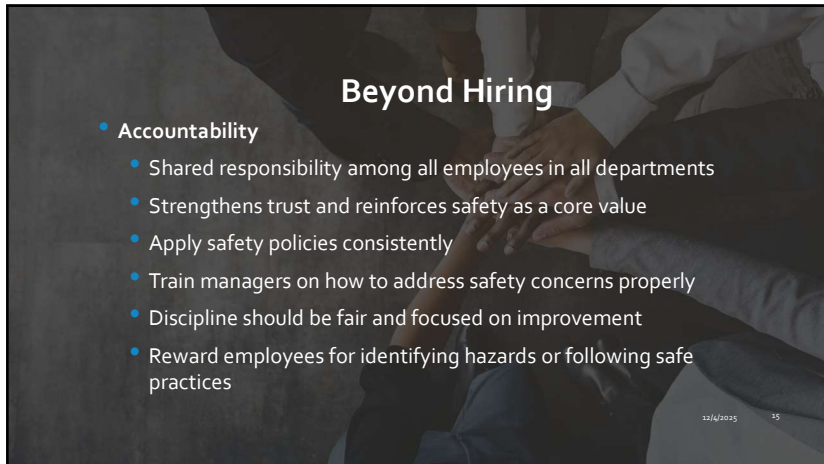


Beyond Hiring

- **Sustaining the safety-oriented culture**
 - Ongoing process
 - Create a safety program that fits your organization's needs
 - Management must demonstrate visible commitment
 - Regular communication reinforces the safety-oriented culture
 - Encourage and empower employees to provide feedback

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Beyond Hiring

- **Accountability**
 - Shared responsibility among all employees in all departments
 - Strengthens trust and reinforces safety as a core value
 - Apply safety policies consistently
 - Train managers on how to address safety concerns properly
 - Discipline should be fair and focused on improvement
 - Reward employees for identifying hazards or following safe practices

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Beyond Hiring

- **Continuous Improvement**
 - Conduct regular safety audits
 - Walkthroughs and check-ins
 - Have safety audit templates for each department
 - Identify and address potential hazards
 - Provide periodic safety training sessions throughout the year
 - Tailgate meetings, monthly staff meetings, etc.
 - Refine safety program based on audits and feedback

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Key Strategies

Have a safety program in place: Develop a well-structured safety program and policy that makes sense to your organization

- Personal Protective Equipment (PPE) requirements, periodic audits, walkthroughs, check-ins, past accident review
- Injury & Illness Prevention Program (IIPP), Workplace Violence Prevention Program (WVPP)

Lead by example: Vital to have visible leadership commitment

- Model safe behavior we expect from all employees

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Key Strategies

Open communication:
Daily/weekly/monthly safety briefings and empower staff participation

- Involve employees in the safety planning
- Encourage reporting of hazards without fear of retaliation
- Safety surveys, suggestion box, meetings

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Key Strategies

Ongoing safety education:
Provide training on day one and continuous training throughout employment

- Work with managers varies topics appropriate for their departments
- Prepare for emergencies, conduct drills

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Key Strategies

Integrate safety in other systems:
Include safety metrics employment decisions

- Disciplinary action procedure
- Performance evaluations
- Recognition program

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Additional Resources

- <https://www.dir.ca.gov/dosh/employerinformation.htm>
- <https://calcivilrights.ca.gov/fair-chance-act/employment-rights/>
- <https://calcivilrights.ca.gov/fair-chance-act/fca-forms/>
- <https://www.eeoc.gov/employers/small-business/4-what-cant-i-ask-when-hiring>

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Visit State Fund's Safety Resource Center,
www.SafeAtWorkCA.com,
for additional resources

For other safety questions email:
SafetySupport@scif.com

Questions?

Hiring Practices & Workplace Safety
Webinar Survey Link

This presentation will be available as a Webinar on Demand so visit our website, www.SafeAtWorkCA.com under 'seminars' for the recording and resource guide.

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