# **GFNY Project Worker Training Policy**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

Ensure **project-based and event staff** meet all **safety, quality, and performance expectations** while supporting Tesla GFNY’s operational and high-visibility needs.

## **🎓 Core Training Modules**

* **OSHA Compliance** – safety standards for temporary/project work.
* **PPE Enforcement** – specific to event/project hazards (e.g., safety shoes, gloves, hearing/eye protection).
* **Emergency Response Training** – evacuation, medical, fire, and chemical spill response.
* **LOTO (Lockout/Tagout) Awareness** – hazard recognition and awareness where applicable; escalation to certified staff only.

## **🛠️ Role-Specific Training**

* **Event Setup & Restoration Protocols** – furniture, staging, décor, signage, and equipment resets.
* **Communication Chain** – clear reporting structure during projects; follow Manager/Lead direction.
* **Task Prioritization** – focus on safety, visibility, and guest experience during high-profile events.
* **Issue Reporting** – escalate unusual conditions (spills, hazards, damage) immediately to Managers.

## **📍 Zone-Specific Training**

**Cafés / Kitchenettes**

* Event setup/reconfiguration (tables, chairs, catering layouts).

**Production / Warehouses**

* Deep cleaning tasks during shutdowns or special projects.

**Lobbies / Entrances**

* Furniture reset, signage setup, presentation detailing.

**Exteriors / Grounds**

* Litter pickup, grounds cleanup, and window/glass services for event readiness.

## **⏱️ Training Frequency**

* **Project-Based Onboarding** – safety and task briefing required **before each project/event**.
* **Annual Safety Refresh** – mandatory yearly re-certification on OSHA, PPE, and emergency response.

⚠️ **Important Note:**  
 Project/Event Workers operate in **dynamic, high-visibility environments**. They must stay alert, follow all PPE and safety rules, and deliver work that upholds Tesla’s professional standards. Non-compliance risks safety, service quality, and Tesla’s public image.