

# Safety Orientation Checklist

To be completed first day of employment

Employee Name	Date Hired	Orientation Date
Position/Job Assignment	Department	
Check one: <input type="checkbox"/> Student Employee <input type="checkbox"/> New Employee <input type="checkbox"/> Transfer <input type="checkbox"/> Rehire <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		

Check Items Discussed:

- Purpose of orientation**
- Reporting all (vehicle, injury, near-miss) accidents to supervisor immediately**
  - Injury Report Form
  - Worker's Compensation and Industrial Insurance
- First aid kit**
  - Obtaining treatment (7911)
  - Location and operation of emergency equipment (first aid kits, eyewashes, deluge showers)
  - Location and names of first aid trained employees
- Potential hazards on the job**
  - How to report hazards or unsafe acts
  - What are the hazards?
  - How to deal with them safely
  - Required personal protective equipment (PPE), care, and use (PPE Training List on website)
  - Hazard Communication (Chemical Safety/Worker Right to Know) – (Chemical Training List on website)
- What to do in the event of emergencies**
  - Get Out (evacuation) and Stay In (lock down) procedures (See Emergency Procedures Manual)
  - Exit locations and evacuation routes
  - Location and operation of fire alarms and extinguishers (Training provided periodically by EHS)
  - Specific procedures for medical, chemical, fire emergencies and use of 7911
- The total safety program ([www.plu.edu/~safety](http://www.plu.edu/~safety))**
  - Function of safety committee and bulletin boards
  - Safety policies and rules and their value
  - Environmental Health & Safety, Campus Safety, Human Resources, and Risk Management resources
- Personal work habits**
  - Proper lifting techniques, avoiding slips and falls
  - Good housekeeping, smoking policy, violence in the workplace
  - Safe work procedures
- Safety and health training (See Safety Training Checklist on website)**
- On the Job training/tour**
  - Employee skill level and qualifications assessment
  - General training for assigned tasks
- Other (Write additional topics covered on back.)**

I have instructed this employee on the items checked.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

I have received orientation on the items checked.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

**File in the Employee's Departmental Personnel File**

# Departmental New Employee Safety Orientation Guidelines

## **Purpose**

To provide the employee with the tools to prevent injury to themselves and others as they perform their new job. The orientation helps ensure that PLU is in compliance with state and federal workplace safety regulations.

## **Department Reporting Procedures**

Tell your new employee(s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts their supervisor.

### **Reporting Accidents and Incidents**

Explain that after they immediately report on-the-job accidents, they have to fill out a University Injury Report Form. (See Human Resources or Environmental Health & Safety website)

Explain the form and tell them where the forms are located. All accidents or near accidents (incidents) must be reported on this form even if no personal injury was sustained.

Reporting all accidents and incidents helps the University and the employing departments initiate effective safety programs and accident prevention measures.

### **Reporting Motor Vehicle Accidents**

All automobile accidents in University-owned vehicles must also be reported to Campus Safety (7911 or from off campus 253-535-7911) immediately, whether or not there appears to be personal injury or property damage.

### **Workers' Compensation and Industrial Insurance**

Tell employees that work-related injuries or illnesses resulting in medical expenses or time loss are covered by Washington State's Workers' Compensation. To establish a Workers' Compensation claim, employees must fill out a State Department of Labor and Industries (L&I) [Report of Industrial Injury or Occupational Disease](#) at their medical provider's office when they receive medical care for a work-related injury or illness. Explain, also, that prompt reporting of accidents to you, the supervisor, will make the claims process easier and may allow you to find them modified work during their recovery.

## **First Aid**

Tell new employees where first aid kits are located (See Emergency Procedures Manual.). Explain what actions employees should take if they or others are injured. If safety showers or eye wash stations are located in your department, show new employees where they are and instruct them in their use. Tell them about activating

emergency medical services by calling 7911.

### **Potential Hazards on the Job**

There are hazards in every person's job at PLU. Some, such as Facilities, have more hazards than others, such as Admissions. Identify the inherent hazards in the employee's work environment and how to protect themselves from those hazards.

### **Reporting Hazards**

Explain that employees should take responsibility for correcting unsafe conditions when feasible, e.g., wiping up small, nontoxic spills and removing tripping hazards. Otherwise, employees should report hazards to their supervisor, and then supervisor needs to take action on the issue. Physical hazards should be reported to Facilities. You can also report hazards to EH&S or your safety committee representative. You can use the Safety Hazard Report Form on the website.

### **Personal Protective Equipment (PPE)**

Explain precisely the use, care, cleaning, and storage of any personal protective equipment the new employee will be required to use on the job. Stress the need for strict adherence to department, division, unit, and/or lab policy on the use of PPE. Use the PPE Training List on the website to document training on each piece of equipment issued.)

### **Hazard Communication (Chemical Safety) (Worker Right-to-Know, HazCom)**

#### **General (all employees)**

- Tell new employees where hazardous materials are used or stored in their work area.
- Explain the labeling system for these materials.
- Show employees where material safety data sheets (MSDSs) are located or explain how they can obtain an MSDS.
- If new employees will be working with hazardous materials, tell them they will receive training in the safe handling of these materials or conduct the training at this time, if appropriate.

*Hazard Communication training is conducted by supervisors or a designated departmental trainer.*

- Inform new employees that hazardous materials emergencies, such as spills or releases too big for them to clean up, are to be reported to Campus Safety at 7911.

- Explain the hazardous materials waste disposal procedures that apply in your area.
- Use the Chemical Training List on the website to document training on each product.

### **Specific Worksites**

#### **Office Staff**

For staff whose only chemical exposures are in an office environment.

- Discuss hazard information and protection measures for products they will work with.
- Explain an MSDS and tell employees where they are located or how to obtain them.

#### **Laboratory Staff**

The laboratory supervisor, principal investigator, or designated laboratory trainer must provide training, specific to the chemicals in the laboratory. See the Chemical Hygiene Plan.

#### **Non-Laboratory Hazardous Chemicals**

Employees who work with chemicals in non-laboratory environments must receive detailed hazard communication training from their supervisor or designated departmental HazCom trainer. (Employees who fall into this category include maintenance, custodial/housekeeping, food service and printshop employees.)

### **What to Do in Emergencies**

Tell and show the new employee(s) the police, medical, and fire emergency reporting number – 7911.

*The emergency number should be posted on all telephones. Contact CATS or EHS for more stickers.*

#### **Emergency Evacuation**

Walk new employees through the appropriate emergency evacuation route for their work area. Also point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after evacuation. Discuss special evacuation needs and plans with disabled employees. (Campus building evacuation floor plans are available from EHS, call 7233.)

#### **Lock Down**

Go through lock down procedures. Distinguish between exterior threat of violence and chemical threat. A threat of violence requires everyone to lock doors and get

down and out of sight. An exterior chemical threat requires everyone to move up and interior to the building, away from sources of outside air.

### **Local Fire Alarm Signaling System**

Show new employees where fire alarm pull stations are and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop). Some buildings have smoke detectors and no pull stations. Some building alarms alert Campus Safety and others do not. Know how your system works.

- Tell your new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them.
- When employees discover a fire they should first, pull the nearest fire alarm pull station and then exit the alarmed area. If possible, employees should follow up with a telephone call to Campus Safety (7911) from a safe location to provide more details.

### **Portable Fire Extinguishers**

Show the employee(s) where portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if:

- they have been trained to use them (training is provided through EHS),
- the fire alarm has been sounded first,
- the fire is small (waste basket size), and
- they have a clear evacuation route.

### **The Total Safety Program**

Refer to the Occupational Health, Safety & Accident Prevention Manual and Introduction to Health and Safety. Both are located on the website. Be sure that employees know and understand the safety policies and procedures that pertain to the work they do.

Safety is important because we care about our employees and each other. It reduces our premiums on workers compensation insurance, increases productivity and efficiency when people are not injured, sends message to employees that they are important, manages regulatory compliance, etc.

### **Safety and Health Committee(s) and/or Safety Meetings**

Tell new employees about the University-wide Health and Safety Committee and about the departmental health and safety meetings, if applicable. Tell them who their safety committee representatives are and how to contact them.

### **Bulletin Boards**

Point out the departmental safety bulletin board and tell them what items can be

found on the board.

There are three bulletin boards on campus maintained by EHS. These bulletin boards are located in Hauge Administration, Facilities, and Dining Services. They will display the following posters:

- State Labor and Industries Posters
  - "Job Safety and Health Protection"
  - "Notice to Employees"
  - "Your Rights as a Worker"

Other safety notices, newsletters, safety and health committee minutes, etc. should be posted here also.

### **Personal Work Habits**

Refer to the Occupational Health, Safety, and Accident Prevention Manual for tips and techniques on proper lifting (Ergonomics), avoiding slips, trips, and falls (Office Safety), and good housekeeping (Office Safety). Refer to the Smoking and Violence in the Workplace policies on the Human Resources website.

### **Departmental/Worksite Safety Practices and Rules**

Conduct an on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. Employees should understand that supervisors will provide job safety instruction and inspection on a continuing basis. Review safety rules for your department.

### **Employee Safety and Health Training**

Use the Safety Training Checklist on the website to identify the training that the new employee will be required to take for their job. Recommended classes could also be identified, but priority must be given to arranging the required health and safety training classes.

The supervisor is responsible for providing or arranging safety training. Training is provided by the EHS Office on request or as scheduled and announced for groups of employees. Check the website for dates and times.

*Environmental Health and Safety courses are general and must often be supplemented with specific training by the department or supervisor.*

### **On the Job Training and Tour**

Tour the new employee around the worksite to introduce equipment, work environment, safety equipment, key personnel with safety responsibilities or mentors, identify hazards, etc. Work with the employee to make sure they understand safe work habits.

Encourage your employees to ask questions and to develop a sense of safety consciousness. Respond promptly to questions or issues the employee raises.