

MANAGER'S DEPARTMENTAL CHECKLIST FOR EMPLOYEE SAFETY TRAINING

This form must be completed and reviewed with **all** new employees by their manager on the first day of work, prior to the commencement of work activities. A new employee is an employee who is a new hire, transfer into a department from within the University, graduate, post doctoral, or other student.

This form must be signed by the supervisor and the employee or student and returned to the department secretary immediately after completion. In addition, please provide one copy of this form to the employee or student and retain one copy for your files.

Use the Safety Plan and the Safety and Health Manual as the basis for your discussion. After each element has been discussed and understood by the new employee, check the corresponding block on this form. Questions can be referred to the Environmental Health and Safety Center. General Hazard Communication training (covering information not included in this checklist) will be conducted by Environmental Health and Safety (EH&S) for all new employees that pass through the University Human Resources (HR) Department New Employee Orientation (NEO). If your new employee has not attended the HR NEO, please contact EH&S (515-6870) to schedule this training.

The following information must be covered with all new employees by their supervisor. Use the brief attached training guide to assist you with this training, then check the box

- Reporting procedures for medical, fire, or safety emergencies
- Accident reporting procedures
- Building alarms, employee response to alarms, fire extinguishers, evacuation procedures
- General Hazard Communication
- Ergonomics and safe work procedures (proper lifting, office equipment adjustment, two-person operations, etc)
- Lockout / Tagout / Electrical Safety

For persons who work with or around chemicals, biological hazards (including animal handlers), or hazardous equipment the supervisor must also cover the following items, then check the box.

- General Hazard Communication and Chemical Hygiene Plan Training Requirements
- Identification of hazardous materials in work area and operations in which they are present
- Potential emergencies specific to work area, alarms, and response to alarms
- Personal protective equipment to be used in the work area
- Response procedures for unknown materials (unlabeled pipes, spills, etc.)
- Hazardous equipment in employee's work area and associated engineering controls and training requirements
- Bloodborne Pathogens
- Additional requirements for specific chemical, physical (radiation/laser), biological, or equipment hazards
- Required medical surveillance for chemical, radiation, noise, respirator, and animal contact

The items checked above have been explained by my manager and I understand this information.

Employee/Student (print) _____ (Sign) _____

I have met with this employee/student and discussed this information with him/her.

Manager Name (print) _____ (Sign) _____

**Return Original to Departmental Personnel Representative or Secretary
Manager and Employee Retain a Copy**