

Student Affairs New Hire/Reassignment Safety Training Checklist **ORIENTATION CHECKLIST: Manager's Guidelines and Instructions**

Review the following safety policies and procedures, check and discuss those that apply. Use this checklist for your own reference. Fill out and sign the final page along with the employee, then file as instructed.

- _____ **Injury and Illness Prevention Program.**
The Program is posted on the web site in English, Spanish and Chinese, you are welcome to read it.

- _____ **Housing Operations Maintenance & Environment –Work Rules**
Unit work rules are available or posted _____

- _____ **Accident/incident reporting policy and procedures.**
After getting help for the injured person, report the accident/incident to the manager or supervisor.

- _____ **Hazard reporting policy and procedures.**
Report hazards to your supervisor, to the front desk or if immediate threat, call 9-911 on campus phone.

- _____ **Medical treatment policy and procedures for work related injuries.**
For serious injury call 9-911; for non-emergency injury, transport to Tang. All injuries are reported.

- _____ **Job specific safety procedures and on-the-job training.**
Use the safety procedures and training as provided by your supervisor.

- _____ **Proper use of personal protective equipment (PPE) while on the job.**
Use or wear the equipment provided by your supervisor (gloves, goggles, hardhat, etc.)

- _____ **Special hazards associated with the job assignment (chemicals, equipment, etc.)**
Examples provided by on-site staff. (i.e. chemical splash, trips and falls, vapors, muscle strain)

- _____ **Training on any toxic material to which the employee may be exposed.**
Provided by on-site staff, _____

- _____ **Material Safety Data Sheets (MSDS) policy and location.**
Policy is to provide copy of MSDS to on-site staff within work shift for all to see.

- _____ **Report of Unsafe Condition or Hazard policy and location for obtaining.**
Any employee may anonymously file a Safety Concern; forms are on the Safety bulletin board or online.

- _____ **Unit Safety meeting policy and location.**
Meets regularly. Unit specifics provided by on-site staff.

- _____ **Safety Committee policy and introduce representative.**
We have a RSSP Safety committee and the Unit rep is _____

- _____ **RSSP Safety Officer and EH&S contact information.**
Safety Officer: Larry Wong 3-2312; EH&S Rep: Gary Bayne 643-9476

- _____ **Emergency and fire safety procedures. BEP and EAA**
Supervisor will give job-related specifics; where to evacuate to, where to meet, when to pull alarm, use extinguisher.

- _____ **Safe operation of vehicle(s), including paying own tickets.**
Must have clean CA driver's license, wear seat belts, no reckless driving, and no riders in back of trucks.

Student Affairs New Hire/Reassignment Safety Training Checklist

- _____ Proper use of tools and equipment including guarding and safe clear area.
Supervisor will give job-related specifics. Do not remove blade guards or override safety controls.
- _____ Proper lifting and use of equipment, such as carts and hand trucks.
Supervisor will give job-related specifics. Please ask for help with heavy loads.
- _____ Importance of good housekeeping at work sites, store rooms, shops, offices, etc.
Neatness counts: keep closets and storerooms organized, clean up after yourself. Use wet floor signs.
- _____ Performance Evaluation—supervisor will review the employee’s safety performance during the probationary period and periodically thereafter.
Safety is a performance item. Report hazards, accidents, injuries and near misses.
- _____ The employee agrees to fully cooperate with the safety efforts of Residential and Student Service Programs, to follow all safety and health policies and procedures, and to use good judgment concerning safe work habits and behaviors.
- _____ The manager/supervisor agrees to respond to all employee safety concerns in a timely manner, provide training on job-related hazards, and to provide a safe and healthy work environment.

Other: _____

Student Affairs New Hire/Reassignment Safety Training Checklist

NEW HIRE, SUMMER, LIMITED OR TRANSFER ORIENTATION CHECKLIST

This checklist is to be completed by the manager/supervisor along with the employee within 5 working days after date of hire or reassignment. File this signed page as instructed.

Employee Name

Job Title

(print: Last Name, First, MI)

Unit or Functional Division

Date Completed

The supervisor or manager is to inform new employees of the following safety polices and procedures; check and discuss those that apply:

- ___ Residential and Student Service Programs Injury and Illness Prevention Program.
- ___ Residential and Student Service Programs – Unit Work Rules.
- ___ Accident/incident reporting policy and procedures.
- ___ Hazard reporting policy and procedures.
- ___ Medical treatment policy and procedures for work related injuries.
- ___ Job specific safety procedures and on-the-job training.
- ___ Proper use of personal protective equipment (PPE) while on the job.
- ___ Special hazards associated with job assignment (chemicals, equipment, etc.).
- ___ Training on any toxic material to which the employee may be exposed.
- ___ Material Safety Data Sheets (MSDS) policy and location for obtaining.
- ___ Employee Safety Concern Form policy and location for obtaining.
- ___ Unit Safety meeting policy and location.
- ___ Safety Committee policy and introduce representative.
- ___ Residential and Student Service Programs Safety Officer and EH&S contact information.
- ___ Emergency and fire safety procedures. Including the BEP and EAA
- ___ Safe operation of vehicle(s), including paying own tickets.
- ___ Proper use of tools and equipment including guarding.
- ___ Proper lifting and use of equipment, such as carts and hand trucks.
- ___ Importance of good housekeeping at work sites, store rooms, shops, offices, etc.
- ___ Performance Evaluation: supervisor will review the employees' safety performance during the probationary period and periodically thereafter.
- ___ The employee agrees to fully cooperate with the safety efforts of Residential and Student Service Programs; to follow all safety and health policies and procedures; and to use good judgment concerning safe work habits and behaviors.
- ___ The manager/supervisor agrees to respond to all employee safety concerns in a timely manner; provide training on job related hazards; and to provide a safe and healthy work environment.
- ___ Other: _____

Supervisor Signature

Employee Signature