

Sample New Employee Safety Checklist

Supervisors must review the appropriate items from this list with each new employee. The Washington State Industrial Health and Safety Act (WAC 296-24-040) requires that this information be provided to all new employees including hourly, temporary and student employees.

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Departmental New Employee Safety Orientation

Employee Name: _____

Job Title: _____ SSN: _____

Topics 1-4 are contained in the departmental Emergency Operations Plan. Reviewing this plan during the orientation will more than meet the requirements of these first few topics.

1. Reporting Emergencies

To report a situation requiring the attention of police, medical or fire personnel, dial 9-911. If necessary, post this number on each phone.

2. 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 EH&S, call 3-0465.)

3. 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. It also automatically signals the UW Police and Seattle Fire Department, showing the location of the emergency. The alarm in Loew Hall sounds like a siren.

- 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 from a safe location to provide more details.

4. 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,
- the fire alarm has been sounded first,
- the fire is small (waste basket size), and
- they have a clear evacuation route.

5. Department Reporting Procedures

Tell your new employee(s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts to their supervisor or the building manager, Mike Carette (5-2105): He is located in room 347.

a. Reporting Accidents and Incidents

Explain that after they immediately report on-the-job accidents, they have to fill out a University accident incident report form.

<i>Your report form name</i>	
<i>Report form #</i>	1428
<i>Request form from</i>	Mike Carette or Diane King

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 department initiate effective safety programs and accident prevention measures.

b. Reporting Motor Vehicle Accidents

All automobile accidents in University-owned vehicles must also be reported to the University Police Department (9-911) immediately, whether or not there appears to be personal injury or property damage.

c. Reporting Unsafe Conditions and Acts

Along with immediately reporting unsafe conditions and acts to their supervisors or the person noted above, employees may report safety problems to Environmental Health and Safety. Explain that employees should take responsibility for correcting unsafe conditions when feasible, e.g., wiping up small, nontoxic spills and removing tripping hazards.

6. 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.

7. First Aid

Tell new employees where first aid kits are located. 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.

8. Hazard Communication (Chemical Safety) (Worker Right-to-Know, HazCom)

a. General (all employees). The Dean's Office has few supplies that are considered hazardous.

b. Specific Workplaces**Office Staff**

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

- Provide a copy of the brochure *Hazard Communication Information and Training for Office Staff*.
- Discuss hazard information and protection measures for products they will work with. Copier and printer toners should be handled carefully because the toner can burn the skin. The cartridges for these toners are to be recycled. When removing an old cartridge, employees should place it in the box in which the new cartridge is packed. To dispose of the box, it should be placed outside the copy room on the floor.

11. Employee Health and Safety Training

Use the following list to indicate the Health and Safety-training classes the new employee will be required to take for their job. Recommended classes could also be marked but priority must be given to arranging the required health and safety training classes.

Employee Health and Safety Training Check List				
Mark training/courses the employee needs to take. Retain documents verifying that the training requirements have been met.				
Course	Provided		Course	Provided by
ALL NEW DEPARTMENT EMPLOYEES				
General Orientation	T&D		Departmental/Supervisor New Employee Orientation	Department
Campus New Employee Orientation	T&D		Hazard Communication (Worker Right to Know)	Department
New Employee Benefits Orientation	Benefits Office			
AS REQUIRED BY JOB				
Asbestos Awareness	EH&S		Laboratory Fire Safety	EH&S
Bloodborne Pathogen Exposure Control	EH&S		Laboratory Safety System (LSS)	EH&S
Chemical Safety in the Laboratory	EH&S		Lead Awareness	EH&S
Chemical Spills Clean-up	EH&S		Lifting Training - Back Protection Program	EH&S
Chemical Waste Disposal	EH&S		Lockout Safety - (Energy Control)	EH&S
Confined Space Entry	EH&S		Motorized/Powered Personnel Lifts	Mfg/Supplier
Compressed Gas Safety	EH&S		Office Ergonomics	EH&S
CPR	EH&S		Powder Activated Tools	Mfg/Supplier
Fire Extinguisher Training	EH&S		Radiation Safety Training	EH&S

Course	Provided	Course	Provided
First Aid / CPR	EH&S	Respiratory Protection and Mask Fitting	EH&S
Forklift Operator Safety Certification	EH&S	Scaffolds	Mfg/Supplier
Hearing (Protection) Conservation	EH&S	Shipping and Transporting Hazardous Materials	EH&S
		Traffic Control and Flagging	Outside agent
OTHER DEPARTMENTAL REQUIRED / RECOMMENDED COURSES			

12. Health and Safety Committee(s) and/or Safety Meetings

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

13. Safety Bulletin Board

The Dean's Office safety bulletin board is in the lunch room where the following items can be found:

UW HazCom Poster

State Labor and Industries posters:

Job Health and Safety Protection

Notice to Employees

Your Rights as a Worker

Other safety notices, newsletters, Health and Safety committee minutes, etc.

14. Departmental/Workplace 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.

15. Tour Department/Facility Reviewing Workplace Hazards

Encourage your employees to ask questions and to develop a sense of safety consciousness.