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**New Employee Safety Orientation**



At Appalachian State University, the wellbeing of every employee, student, and visitor to the University is our mission. Your safety is important to us because you have things that you love to do when you are away from work. Whether you enjoy taking in football games, fishing, hiking, or something else altogether, we want you to work safe and avoid being injured. That way, when you leave work you can enjoy the things that matter most to you.

**Orientation Worksheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Name:  Phone Number: | | | Supervisor’s Name:  Phone Number: |
| Department: Orientation Date: | | | |
| Initial and Date when each item is completed | | Instructions: All employees should be trained in the topic areas on this list to ensure understanding of Appalachian State’s safety and health policy and procedures and to reduce the occurrence of workplace illness and injury.  1) Please date and initial each activity when completed by employee  2) If an activity is not completed, please leave blank  3) Return the completed and signed original form to the Environmental Health, Safety and Emergency Management office. | |
| Employee | Supervisor |

**Employee Training Checklist**

**1. POLICIES AND PROCEDURES**

|  |  |  |
| --- | --- | --- |
|  |  | Located and reviewed sections that pertain to employee’s work tasks on the App State safety website. (<https://appsafety.appstate.edu>) |
|  |  | Reviewed emergency telephone numbers and procedures for an emergency |
|  |  | Reviewed the process for reporting workplace injuries and illnesses (Initial Notification of Injury form located on the App State Safety Webpage) |
|  |  | Employee is aware of fire alarm pull station locations in buildings where employee will work |
|  |  | Employee is aware of emergency exit route map in buildings where employee will work |
|  |  | Instructed employee to return to the department during a building evacuation |
|  |  | Reviewed exit requirements for building hallways and fire extinguisher stations |
|  |  | Instructed that all items are to be stored 24 inches below ceiling or 18 inches below sprinkler heads |
|  |  | Reviewed 36 inch access requirements for breaker panels and mechanical rooms |
|  |  | Reviewed spill kit locations and chemical spill response policy |
|  |  | Reviewed Policy and Scheduled Blood Borne Pathogens Training ***(required employees are listed at*** <https://appsafety.appstate.edu/sites/appsafety.appstate.edu/files/BBPBinder1.pdf>***)*** |

**2. HAZARD ASSESMENT**

|  |  |  |
| --- | --- | --- |
|  |  | Reviewed job safety analysis for each task employee will be performing |
|  |  | Reviewed all points of egress to ensure clear evacuation routes |
|  |  | Reviewed, received and completed instruction about personal protective equipment (PPE) appropriate to each hazard that the employee will face |
|  |  | Identified all chemicals that employee will use in the work environment |
|  |  | Located and reviewed Safety Data Sheet (SDS) for each chemical and appropriate PPE that should be worn with each chemical (App State chemical SDS can be found and printed from <https://appsafety.appstate.edu> webpage) |
|  |  | Reviewed Ergonomic Best Practices for Computer Set Up ***(Office and Admin Support Employees Only)*** |

**3. EDUCATION AND TRAINING** (<https://appsafety.appstate.edu/required-employee-training>)

|  |  |  |
| --- | --- | --- |
|  |  | Review Online Electrical Safety Video (Hey! Watch ‘iss!) |
|  |  | Review Online Emergency Preparedness Video |
|  |  | Review Online Hazard Communications and GHS Training Video |
|  |  | Review Online Housekeeping 101 Video |
|  |  | Review Online Introduction to Lock Out Tag Out Video |
|  |  | Review Online Introduction to Slips, Trips, and Falls Video |
|  |  | Review Online Ladder Safety Video |
|  |  | Review Online Safe Lifting Video |
|  |  | Review Online Introduction to Fall Arrest ***(Maintenance Employees Only)*** |
|  |  | Review Online Tool Safety Video ***(Maintenance Employees Only)*** |

**Please return this completed form within 10 days via inter-office mail to:**

**Department of Environmental Health, Safety, and Emergency Management, in the Business Services Building**

