



New Employee Safety Orientation

Employee Name: _____

Job Title: _____ EID _____

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

□ 1. Reporting Emergencies

Tell and show the new employee(s) the police, medical, and fire emergency reporting number(s) for their work area posted on all telephones.

Fire-Police-Medical 911



□ 2. Emergency Evacuation

Walk new employees through the primary and secondary emergency evacuation routes for their work area. Show them where to assemble after evacuation. Discuss special evacuation needs and plans with disabled employees.

□ 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.

Describe what the alarm in your building sounds like:

Building	Alarm Type	2 second sample (double-click to play)
Life Sciences Building	"slow whoop" fire alarm	 Fire alarm whooping and rising x3.wav
Johnson Hall		
PAB, A-wing, grad offices, CGC, Imaging		
Hitchcock Hall	"continues horn" fire alarm	 PRISON-CELL DOOR RELEASE.wav

- Tell your new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them. Be sure to take valuables/purse/wallet/keys in case building reentry is delayed until after working hours.
- When employees discover a fire they should first pull the nearest fire alarm and then exit the alarmed area. If possible, employees should follow up with a telephone call from a safe location to provide more details.

- **On Campus:** The activation of a fire alarm pull station also sends a signal to the UW Police and Seattle Fire Department showing the emergency location.

□ 4. Portable Fire Extinguishers

Show the employee(s) where portable fire extinguishers are located. Fire extinguishers are located throughout our buildings in research and teaching labs and are labeled on posted evacuation floor plans. Tell them to use a portable fire extinguisher only if:

- The fire alarm has been sounded
- They have been trained to use them
- 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 with information notification to the Building Manager, Alex Hansen, ahansen@uw.edu.**

□ a. Reporting Accidents and Incidents

Explain that after they report on-the-job accidents, they must fill out a University accident incident report online: www.ehs.washington.edu/ohsoars

Explain the form and process. All accidents or near accidents (incidents) must be reported on this site 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.

□ b. Reporting Motor Vehicle Accidents

All automobile accidents in University-owned vehicles involving injury must also be reported to the Police Department (911) immediately. All accidents must be reported to CEI at 1-877-443-5777 or

www.washington.edu/facilities/transportation/fleetservices/files/forms/ceiaccidentreport.pdf

Prior to renting UW fleet vehicles, drivers must complete Driver Safety & Awareness Training as well as review and acknowledge applicable policies.

www.washington.edu/facilities/transportation/fleetservices/training-safety

□ c. Reporting Unsafe Conditions and Acts

Along with immediately reporting unsafe conditions and acts to their supervisors and building manager, 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 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

Show new employees the location of first aid kits and list of first-aid certified staff and their contact numbers. (UW OPS D 10.5) Provide copy of Dept. Health and Safety Plan "Back Page." Explain what actions employees should take if they or others are injured. Show new employees the location of safety showers and eye wash stations and instruct them in their use.

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

□ a. 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. Online access to MSDSs are available through UW MyChem: <https://cspc.admin.washington.edu/mychem/uwnetid/chemical/ChemicalSearch.aspx>
- 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.

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

Type	Who	Number
Small Spills	<i>Biological, EH&S Chemical, EH&S Radioactive, EH&S</i>	206-543-7388 206-543-0467
Large Spills or releases	Report large spills or releases to UW Police Dispatcher	911

- Explain the hazardous materials waste disposal procedures that apply in your area.

□ **b. Specific Worksites**

Office Staff

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

- Direct the person to the “Information for Office Staff” website:
www.ehs.washington.edu/psoinfofor/officestaff.shtm
- 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.

Non-Laboratory Hazardous Chemicals

Employees who work with chemicals in non-laboratory environments must receive detailed hazard communication training from their supervisor. This includes employees who order, receive, and ship chemicals for departmental labs.

Additional training is at the discretion of the supervisor.

Laboratory Staff

Laboratory staff may be sent to the EH&S course "Chemical Safety in the Laboratory" for an introduction to chemical safety regulations and procedures. The laboratory supervisor or principal investigator must provide additional training, specific to the chemicals in the laboratory. See the *UW Laboratory Safety Manual, Section 7 Safety Training*.

Additional training is at the discretion of the supervisor.

Teaching Assistants and Temporary Instructors

- Supervisors should ensure that teaching assistants and temporary instructors are aware of correct responses to situations such as medical emergencies, building evacuation, security incidents, earthquakes, etc.
- Teaching assistants must attend trainings as required by course content.

Additional training is at the discretion of the supervisor.

□ **9. Worksite Warning Signs and Labels**

Explain to all new employees the meaning of warning signs, tags, and labels used in their work area.

□ 10. Personal Protective Equipment (PPE)

Check the personal protective equipment needed for this job.

Gloves	Respirator
Safety Glasses, Goggles, Face Shields	Hearing Protectors
Personal Protective Clothing	Fall Protection
Orange Safety Vest	Safety Shoes

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 and/or lab policy on the use of PPE.

□ 11. Employee Safety and Health Training

Use the following list to indicate the safety and health 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.

- ***Please register new employees in EH&S courses as soon as you are aware of their start date since many required courses fill early.***

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

Employee Safety and Health Training Check List. Mark training/courses the employee needs to take. Retain documents verifying that the training requirements have been met.

Course	Provided by	Course	Provided by
ALL NEW DEPARTMENT EMPLOYEES			
Campus New Employee Orientation	HR	Departmental/Supervisor New Employee Orientation	Dept.
New Employee Orientation	POD	Hazard Communication (Worker Right to Know)	Dept.
Benefits Orientation	HR	SLP Supervisor Orientation	HR
AS REQUIRED BY JOB			
Asbestos Awareness	EH&S	MyChem	EH&S
Blood borne Pathogen Exposure Control	EH&S	Lead Awareness	EH&S
Chemical Safety in the Laboratory	EH&S	Lifting Training - Back Protection Program	EH&S
Chemical Spills Clean-up	EH&S	Lockout Safety (Energy Control)	EH&S
Chemical Waste Disposal	EH&S	Motorized/Powered Personnel Lifts	Mfg/Supplier
Confined Space Entry	EH&S	Office Ergonomics	EH&S
Compressed Gas Safety	EH&S	Powder Activated Tools	Mfg/Supplier
Fire Extinguisher Training	EH&S	Radiation Safety Training	EH&S
First Aid / CPR	EH&S		
Forklift Operator Safety Certification	EH&S	Respiratory Protection and Mask Fitting	EH&S
Hearing (Protection) Conservation	EH&S	Shipping and Transporting Hazardous Materials	EH&S
Laboratory Fire Safety	EH&S	Wilderness First Aid Training	EH&S
OTHER DEPARTMENTAL REQUIRED / RECOMMENDED COURSES			

□ 12. Safety and Health 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. Provide copy of Department Health and Safety Plan "Back Page."

□ 13. Safety Bulletin Board

Point out the departmental safety bulletin board and tell them what items can be found on the board. Bulletin boards are located in: LSB B100E (by the freight elevator); Hitchcock Hall rooms 424 and 318C; and Johnson Hall, room 200M.2.

The bulletin board must display the following posters:

- UW HazCom Poster
- 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.

□ 14. 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 (e.g., non-smoking areas, working alone, safe use of chemicals, biohazards, radioactive materials, etc.).

□ 15. Tour Department/Facility Reviewing Worksite Hazards

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

By signing below, I certify that _____ (employee name) has received basic instruction in all safety issues outlined above, and has received additional job specific training needed to begin work. I recognize that additional safety training may be needed in the future should job duties change for this employee.

PI/Supervisor (Print Name)	Signature	Date
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Employee (Print Name)	Signature	Date
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Please send completed form to Biology Department Administrator, Box 351800.