SAFETY ORIENTATION CHECKLIST

WASHINGTON STATE UNIVERSITY

To be completed on the first day of employment. See 2.16.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>DATE HIRED</th>
<th>ORIENTATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION/JOB ASSIGNMENT</td>
<td>STUDENT ID</td>
<td>ADVISOR</td>
</tr>
</tbody>
</table>

Check one:  [ ] New Employee  [ ] Transfer  [ ] Rehire  [ ] Part-time  [ ] Temporary

Check items discussed:

- [ ] Purpose of orientation
- [ ] Reporting accidents to supervisor immediately
- [ ] First Aid
  - [ ] Obtaining treatment
  - [ ] Location and operation of emergency equipment (first aid kits, eyewashes, deluge showers)
  - [ ] Location and names of first aid trained employees
- [ ] Potential hazards on the job
  - [ ] What they are
  - [ ] How to deal with them safely
  - [ ] Required personal protective equipment and care and use of it
- [ ] What to do in the event of emergencies
  - [ ] Exit locations and evacuation routes
  - [ ] Location and operation of fire alarms and extinguishers
  - [ ] Specific procedures for medical, chemical, fire emergencies, and use of 911
  - [ ] Emergency Notification System registration:
    - Log onto http://my.wsu.edu; then
    - Under “My Profile,” select the Emergency Notification link.
- [ ] The total safety program
  - [ ] Function of safety committee and meetings
  - [ ] Introduction to safety committee representative
  - [ ] Safety policies and rules and their value
  - [ ] Safety division resources (Police, fire, safety services, Environmental Health and Safety)
  - [ ] Campus Safety Plan:
    - http://safetyplan.wsu.edu/
- [ ] Personal work habits
  - [ ] Proper lifting techniques, avoiding slips and falls
  - [ ] Good housekeeping, smoking policy
  - [ ] Safe work procedures
- [ ] Specific training (Enter record of the training received regarding specific machines or hazard situations. See 2.18.)

I have instructed this employee on the items checked.

SUPERVISOR SIGNATURE  DATE

I have received orientation on the items checked.

EMPLOYEE SIGNATURE  DATE

File in the employee’s departmental personnel file.