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>
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<table>
<thead>
<tr>
<th>POSITION/JOB ASSIGNMENT</th>
<th>COUGAR CARD ID</th>
<th>ADVISOR</th>
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</thead>
<tbody>
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</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.