

University of Idaho
Safety Orientation Checklist

Employee Name	Date of Hire	Date of Orientation	Time Started	Time Completed
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Position/Job Assignment

Current Employee New Employee Transfer Rehire Temporary Help Volunteer

Check items completed and discussed:

- Purpose of orientation
- Safety Matters* and *Fire Safety in the Workplace*, online courses available through the NetLearning@uidaho learning management system (www.uidaho.edu/netlearninglogin), have been assigned by the employee's supervisor and completed by the employee
- Review unit-specific accident reporting procedures and the online accident reporting form available on the Environmental Health and Safety website (www.uidaho.edu/ehs)
- First-Aid
 - Obtaining appropriate medical treatment
 - Location and operation of emergency equipment (first-aid kits, eyewashes, showers, AED)
 - Location of phones and numbers to call when medical emergencies occur
 - Location and names of employees trained and certified to provide first-aid/CPR
- Potential hazards on the job
 - What they are and how to deal with them safely (Review applicable Job Hazard Analysis (JHA) forms)
 - Required personal protective equipment (PPE) and how to use it
 - Location and purpose of HazCom Binder and Safety Data Sheets (SDS)
- Review unit-specific emergency evacuation procedures, including the following:
 - Location and content of unit's Emergency Response Plan and Fire Response Plan
 - Exit locations, evacuation routes, designated gathering area (review evacuation maps if posted)
 - Location and purpose of Areas of Evacuation Assistance (if applicable)
 - Location and operation of fire alarms and fire extinguishers
 - Location of phones and numbers that should be called in addition to 911
- Review unit safety program(s) and resources, including the following:
 - Appropriate sections of unit's manual of standard operating procedures
 - Location and content of unit-specific safety policies and/or resources
 - University safety policies and procedures: see Chapter 35 of the Administrative Procedures Manual, accessible over the web at: <http://www.uidaho.edu/apm/35>
 - Function of unit safety committee and meetings
 - Introduce to unit safety committee representative
 - Advise of Environmental Health and Safety's phone number (885-6524) and website <http://www.uidaho.edu/ehs>
 - Safety Concern form submission
- Review general safe work practices and how they apply to employee's work environment
 - Proper lifting techniques
 - Avoiding slips, trips, and falls
 - Good housekeeping, expectations
 - Job-specific tools and equipment

