

BAE New Employee Orientation and Manager Checklist for Employee Safety Training and Accident Reporting

This form must be completed and reviewed with **all** new employees by their supervisor and the BAE HR representative (Betsy Maness) on the first day of work, prior to the commencement of work activities. A new employee is an employee who is a new hire, transfer into the department from within the University, graduate, post doctoral, or other student worker receiving wage compensation through BAE.

This form must be signed by the employee or student and the appropriate departmental representatives and returned to the BAE HR representative immediately after completion. In addition, one copy of this form should be provided to the employee or student and one copy retained in the supervisor's file.

The Lab Safety Plan, the Safety and Health Manual, and the departmental SOP should be used as the basis for discussions with the employee. After each element has been discussed and understood by the new employee, check the corresponding block on this form. Questions can be referred to the BAE HR representative or Environmental Health and Safety Center. General Hazard Communication training will be conducted by Environmental Health and Safety (EH&S) for all permanent new employees that pass through the University Human Resources (HR) Department New Employee Orientation (NEO). If the new employee has not attended the HR NEO, they should contact EH&S (515-7915) to schedule this training. Graduate students and temporary employees will receive general hazard communication training under section III from the applicable lab PI.

Section I. To be reviewed with new employees by the BAE HR representative (Betsy Maness, DSW-102): (check each item to indicate that it has been covered)

- Reporting procedures for medical, fire, or safety emergencies
- Accident reporting procedures
- Allergies or other medical conditions
- Travel authorization and reimbursement
- Purchasing and PAs
- Time sheets

Employee signature date HR representative date

Section II. The following information must be covered with all new employees by the building liaison (David Buffaloe, DSW-130):
(check those covered, X those that do not apply)

Y NA

- Building alarms, employee response to alarms, fire extinguishers, evacuation procedures
- Research shop procedures and safety
- General and departmental procedures concerning use of state vehicles (passenger vehicles) including transporting hazardous and/or flammable material)
- Procedures concerning use of loaded trucks and towed trailers (ballast, securing load, speed, etc.)
- Lockout / Tagout / Electrical Safety

Employee signature date Building Liaison date

Section III. The immediate supervisor should identify all lab areas in which the employee will work and indicate each of these as separate entries in sections III.B. After completing Section III.A, the new employee should then proceed to the appropriate lab or field PI (III.B) for specific training in designated work areas.

Section III.A The following information, if applicable, must be covered with new employees by the employee's immediate supervisor: (check those covered, X those that do not apply)

Y NA

- Ergonomics and safe work procedures (proper lifting, climbing, two-person operations, etc)
- Personal protective equipment to be used in the work area (field)
- Identification of physical hazards in the work area (field)
- General hazards communication (field)
- Field safety protocol (bae.sop.005)
- Handling, transporting, storing hazardous materials (gasoline/fuels, pesticides/chemicals, lead-acid batteries, other: _____, _____, _____)
- Operating field equipment (_____, _____, _____) and training requirements
- On line EH&S safety training program (check yes if any apply and indicate those that apply on the online form, attached) (ex: 15 passenger van, back injury prevention, biological materials, hearing conservation, etc.)

The items checked above have been explained by my supervisor and I understand this information.

Employee/Student (print) _____ (Sign) _____ date _____

I have met with this employee/student and discussed pertinent safety information with him/her.

Supervisor Name (print) _____ (Sign) _____ date _____

If the employee will be working in more than one Weaver lab area, supervisor should indicate room number and lab manager (safety plan PI) in Section III.B (e.g. III.B1, III.B2, etc) as applicable for each lab area served by a different lab safety plan and direct the employee to the lab PI for lab specific safety training.

Employee Assigned Work Areas Requiring Site Specific Lab Safety Training

Section III.B1. Lab DSW-_____ Lab Plan PI: _____

The following information, if applicable, must be covered with new employees by the principal investigator of record on the lab plan for the lab work area:
(check those covered, X those that do not apply)

Y NA

- Identification of physical hazards and hazardous equipment in the work area
- General Hazard Communication (disclosure of chemicals in the work area and associated hazards)
- Personal protective equipment to be used in the work area
- Identification of hazardous materials in work area and operations in which they are present
- Work area specific training requirements (equipment, chemicals, hazardous substances)
date specific training completed: _____
- Potential emergencies specific to work area, alarms, and response to alarms

Employee signature date

Lab PI date

**Return Original to Departmental HR Representative (Betsy Maness, DSW 102)
Manager and Employee Retain a Copy**

Complete this page if employee's work area will be covered by more than one lab safety plan.

Section III.B.2. Lab DSW-_____ Lab Plan PI: _____

The following information, if applicable, must be covered with new employees by the principal investigator of record on the lab plan for the lab work area:

(check those covered, X those that do not apply)

Y NA

- Identification of physical hazards and hazardous equipment in the work area
- General Hazard Communication (disclosure of chemicals present and associated hazards)
- Personal protective equipment to be used in the work area
- Identification of hazardous materials in work area and operations in which they are present
- Work area specific training requirements (equipment, chemicals, hazardous substances)
date specific training completed: _____
- Potential emergencies specific to work area, alarms, and response to alarms

Employee signature date Lab PI date

Section III.B.3. Lab DSW-_____ Lab Plan PI: _____

The following information, if applicable, must be covered with new employees by the principal investigator of record on the lab plan for the lab work area:

(check those covered, X those that do not apply)

Y NA

- Identification of physical hazards and hazardous equipment in the work area
- General Hazard Communication (disclosure of chemicals present and associated hazards)
- Personal protective equipment to be used in the work area
- Identification of hazardous materials in work area and operations in which they are present
- Work area specific training requirements (equipment, chemicals, hazardous substances)
date specific training completed: _____
- Potential emergencies specific to work area, alarms, and response to alarms

Employee signature date Lab PI date

Section III.B.4. Lab DSW-_____ Lab Plan PI: _____

The following information, if applicable, must be covered with new employees by the principal investigator of record on the lab plan for the lab work area:

(check those covered, X those that do not apply)

Y NA

- Identification of physical hazards and hazardous equipment in the work area
- General Hazard Communication (disclosure of chemicals present and associated hazards)
- Personal protective equipment to be used in the work area
- Identification of hazardous materials in work area and operations in which they are present
- Work area specific training requirements (equipment, chemicals, hazardous substances)
date specific training completed: _____
- Potential emergencies specific to work area, alarms, and response to alarms

Employee signature date Lab PI date

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Manager and Employee Retain a Copy**

Environmental Health & Safety Training Programs

(Many are available online)

Supervisor - check if
training required.

Employee certify completion
with date and Initials

Forklift Training (DOI)	<input type="checkbox"/>	_____
15 Passenger Van Training	<input type="checkbox"/>	_____
Back Injury Prevention	<input type="checkbox"/>	_____
Biological Materials Shipping	<input type="checkbox"/>	_____
Campus Security	<input type="checkbox"/>	_____
Fire & Life Safety Training	<input type="checkbox"/>	_____
Formaldehyde training for Lab Personnel	<input type="checkbox"/>	_____
Formaldehyde training for Non-lab Personnel	<input type="checkbox"/>	_____
Hazard Communication Training	<input type="checkbox"/>	_____
Hazardous Materials Shipping Certification (IATA DGR)	<input type="checkbox"/>	_____
Hearing Conservation Training	<input type="checkbox"/>	_____
Laboratory Hazardous Waste Management	<input type="checkbox"/>	_____
Laboratory Waste Training	<input type="checkbox"/>	_____
Laser Safety	<input type="checkbox"/>	_____
Moisture Density Gauge Training	<input type="checkbox"/>	_____
Principles of Radiation Safety	<input type="checkbox"/>	_____
Principles of X-ray Safety	<input type="checkbox"/>	_____
Radiation Safety Refresher	<input type="checkbox"/>	_____
Respirator Training	<input type="checkbox"/>	_____
Specialty Radiation Safety Courses	<input type="checkbox"/>	_____
X-RAY Safety Refresher	<input type="checkbox"/>	_____

Supervisor signature and date

Employee signature and date