

EMPLOYEE SAFETY AND HAZARDOUS CHEMICAL TRAINING

Employee's Name _____ Job Assignment _____ Hire Date _____

Circle one: Current Employee New Employee Transfer Part-time

- ___ 1. Purpose of Orientation: Employee Safety
- ___ 2. Workers' Compensation Rights and Obligations of Employees (explain procedure to follow when work-related injury occurs)
- ___ 3. Reporting accidents to supervisor immediately (review Procedures 3410 P-2/5500 P-1 and 3410 P-4/5500 P-3)
- ___ 4. First Aid
 - a. obtaining treatment
 - b. location of facilities
 - c. location and names of first aid card holders
- ___ 5. Hazardous Chemicals
 - a. overview, location and availability of hazardous chemical program (review procedures 3410 P-5/5500 P-4)
 - b. determine the presence of hazardous chemicals in the workplace, their physical and health effects (review appropriate MSDSs)
 - c. prevention of exposure through work practices and protective equipment
 - d. steps the work station has taken to lessen or prevent exposure, e.g., lids secure, stored appropriately, labeled, etc.
 - e. emergency procedures (review appropriate MSDSs)
 - f. reading of labels and reviewing of MSDSs
 - g. procedures to follow for the disposal of hazardous chemicals
- ___ 6. What to do in the event of emergencies
 - a. exit locations and evacuation routes
 - b. use of fire fighting equipment (extinguishers, hose)
 - c. handling of illnesses
- ___ 7. The safety program
 - a. function of safety committees and meetings
 - b. introduce to safety committee representative
 - c. safety policy and rules, and their value
- ___ 8. Personal work habits
 - a. proper lifting techniques
 - b. horseplay, good housekeeping, smoking policy
- ___ 9. Vehicle safety
- ___ 10. Completed HBV and HIV training

I have instructed this employee on the items checked above.

Date _____ Supervisor _____ Employee _____