SAFETY ORIENTATION CHECKLIST

WASHINGTON STATE UNIVERSITY

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

EMPLOYEE NAME	DATE HIRED	ORIENTATION DATE
POSITION/JOB ASSIGNMENT	WSU ID	SUPERVISOR/ADVISOR

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 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: 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.

☐ On-the-job training
- Employee skill level and qualifications assessment
- General training for assigned tasks
- Specific training required by the Department of Labor and Industries

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.