

Safety Orientation

POLICY

Unit administrators are responsible for ensuring that employees are aware of current applicable University and departmental safety policies and procedures. Likewise, unit administrators are to ensure that employees are aware of applicable state and/or federal regulations and codes when circumstances warrant.

DEPARTMENTAL SAFETY ORIENTATION

The immediate supervisor orients and trains individuals undertaking new job responsibilities. Such individuals include:

- New employees
- Rehires
- Part-time and temporary employees
- Transfers
- Those assigned new job responsibilities
- Volunteers

The orientation occurs on the *first day of employment* in the new job.

Supervisors determine the need and timing for repeat training.

SAFETY ORIENTATION CHECKLIST

The immediate supervisor instructs the new employee regarding job safety requirements following the Safety Orientation Checklist. The supervisor and employee sign the checklist. The department places the signed checklist in the employee's personnel file.