

# Supervisor's Safety Orientation Checklist General

Risk Management/Environmental Health & Safety

California State University, Los Angeles

<p>The supervisor and the employee should meet to discuss items 1 through 4 on the first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University's Safety Programs and their appendices by directing them to the following website address: <a href="http://www.calstatela.edu/ehs/rmehs-procedures-manual">http://www.calstatela.edu/ehs/rmehs-procedures-manual</a> or by contacting the EHS Office, in Corporation Yard 244, at (323) 343-3527, or (323) 343-3531.</p>	<p>DATE:</p>
<p>EMPLOYEE NAME (PRINT):</p>	

**Check when discussed** *(Line through if not applicable)*

<p>Employees shall be informed of the requirements of this checklist:</p> <p>1. Work Area Safety Orientation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to report an unsafe condition.</li> <li><input type="checkbox"/> Location of University Hazard Report Form ▶ <a href="http://www.calstatela.edu/ehs/hazard-incident-report">http://www.calstatela.edu/ehs/hazard-incident-report</a></li> <li><input type="checkbox"/> Location/access to Safety Data Sheets (SDSs) for hazardous substances: ▶ <a href="http://jr.chemwatch.net/chemwatchweb.web/dashboard">http://jr.chemwatch.net/chemwatchweb.web/dashboard</a></li> <li><input type="checkbox"/> Location of Injury /Illness Prevention Program:</li> <li><input type="checkbox"/> Location &amp; identity of hazardous materials.</li> <li><input type="checkbox"/> Presence of physical or chemical hazards in the work area, specific to their job function.</li> <li><input type="checkbox"/> Appropriate and safe work practices for the job.</li> <li><input type="checkbox"/> Labeling, signs, warning placards or other communication methods for identifying hazards in the workplace.</li> <li><input type="checkbox"/> Off-hour emergency contacts/protocols.</li> <li><input type="checkbox"/> Understanding that no employee shall ever work in an assignment/job that he/she feels is unsafe. Or that requires additional direction to do safely.</li> </ul>	<p>2. Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location, selection and use of Personal Protective Equipment for the work assignment/task/job function.</li> </ul> <p>3. Emergency Procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identification of emergency preparedness procedures including primary/secondary evacuation routes, exterior assembly areas and location of all area emergency equipment.</li> <li><input type="checkbox"/> Location of continuous monitoring devices or alarms.</li> <li><input type="checkbox"/> Contact information to report an emergency.</li> <li><input type="checkbox"/> Review of University Emergency Action Plan at: ▶ <a href="http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/408/ap_408_17.pdf">http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/408/ap_408_17.pdf</a></li> <li><input type="checkbox"/> Emergency shutdown procedures for equipment</li> </ul> <p>4. Communication:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of employee safety board (HRM Lobby and RM/EH&amp;S hallway)</li> </ul>	
<p><b>We agree that the checked items have been discussed. This form will be used to establish a basis for probationary appraisals.</b></p>		
<p>EMPLOYEE'S SIGNATURE</p>	<p>DEPARTMENT</p>	<p>DATE</p>
<p>DEAN / CHAIR / SUPERVISOR'S SIGNATURE</p>		<p>DATE</p>