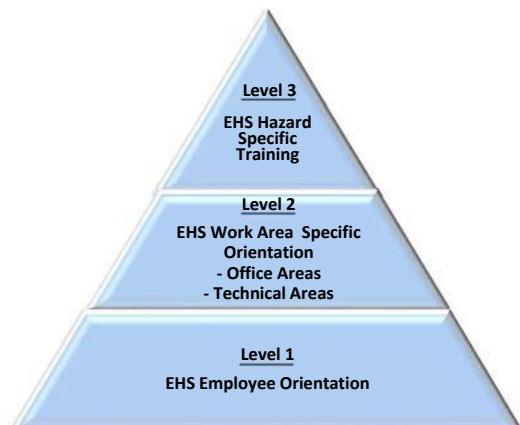


# EHS Work Area Specific Orientation and Training

## Checklist for Academic Shops, Labs, Studios and other Technical Work Areas



Employee Name:
Employee ID Number:
Job Title:
Department Name:
Employee Signature:
Date Completed:
Supervisor's Name:
Supervisor's Signature:

### Checklist for Academic Work Areas

**New Faculty/Staff Employees:** Complete this form within a week of starting work (*existing employees should also complete this form when starting new job duties or working in a new location*). If you work in a technical area such as a laboratory, shop, studio, etc. - places where chemicals, equipment or machinery are used, then review the *Required Knowledge Areas* that apply to your position. Hyperlinks to applicable documents and information are included where available. Be sure to contact your Supervisor, Lab or Shop Manager, Department Chair, Designated Building/Department Representative or SCU EHS with any questions regarding safe work practices. **Your supervisor should sign-off on this form when it is complete and retain on file.**

**New Student Employees:** Supervisors, if your student employee works in a technical area such as a laboratory, shop, studio, or places where chemicals or equipment are used, then review the *Required Knowledge Areas* that apply with them. Hyperlinks to applicable documents and information are included where available. Be sure to contact your Lab or Shop Manager or SCU EHS with any questions regarding safe work practices. **Supervisors should sign-off on this form when it is complete and retain on file.**

If you have any questions regarding EHS training, contact Sean Collins at [spcollins@scu.edu](mailto:spcollins@scu.edu) or visit the SCU EHS website: [www.scu.edu/ehs/training](http://www.scu.edu/ehs/training)

These four items below should apply to all SCU employees – review and check “Yes” when covered.

Required Knowledge Areas	Yes	New Employee Responsibilities (Review all those that apply)
New Employee EHS Orientation		Complete the “ <b>New Employee EHS Orientation</b> ” or the “ <b>New Student Employee EHS Orientation</b> ” course, whichever applies. Contact EHS at <a href="mailto:ehs@scu.edu">ehs@scu.edu</a> to gain access to our online training program if you do not take the in-person led class associated with HR Benefits Orientation.
Emergency and Injury Reporting		Ensure that you know how to contact emergency responders: SCU Campus Safety extension x4444 or 408-554-4444 or 911 in the event of an emergency. Workplace injuries should be reported to the supervisor and Human Resources.
Emergency Evacuation		Locate your building’s emergency evacuation map (found in hallways/corridors). Verify where your building exits are and the evacuation routes (at least two) that you could take in an emergency. Locate your building’s <b>Evacuation Assembly Point</b> . ( <a href="#">Emergency Planning Website: Emergency Assembly Points</a> )
Emergency Procedures		Review SCU Emergency Procedures for information on how to respond during an emergency such as a fire, earthquake, lock-down, etc. ( <a href="#">Emergency Planning Website: Emergency Procedures</a> )

Review and check 'Yes' to those hazard specific training topics that apply. Check 'NA' for those that are not applicable.

Required Knowledge Areas (if applicable)	Yes	NA	EHS Work Area Hazard Specific Training (Review all those that apply)
Laboratory Safety			<p>Review the SCU Laboratory Safety Rules and any established department and lab specific safety practices for your laboratory. (<a href="#">EHS Website: Laboratory Safety</a>).</p> <p>Additionally, students, faculty and staff working in labs require formal laboratory safety training. <b>Faculty and Staff</b> must receive this training in-person from EHS – <i>contact EHS to request</i></p> <p><b>Students</b> in Biology, BioEngineering and Chemistry/BioChemistry can take this course online in Camino – <i>contact your Lab Manager or EHS to enroll</i>. Students in other departments can take this in-person from EHS – <i>contact EHS to request</i></p> <p>If Laboratory Safety Training applies, see below for enrollment instructions.</p>
			<p><b>Chemistry/Biochemistry Department: Annual requirement</b>            Students: Take the online Camino course – <i>Contact Lab Manager or EHS to enroll</i>            Faculty/Staff: <i>Contact EHS for in-person training</i></p>
			<p><b>Biology and BioEngineering Departments: Annual requirement</b>            Students: Take the online Camino course – <i>Contact Lab Manager or EHS to enroll</i>            Faculty/Staff: <i>Contact EHS for in-person training</i></p>
			<p><b>Other Departments: Annual requirement</b>            Students: Contact EHS for training            Faculty/Staff: <i>Contact EHS for in-person training</i></p>
Shop Safety			Understand the access, training and supervision requirements for working in your shop location.
Emergency Equipment			Locate your area's safety showers/eyewashes and understand their use and operation of the shower/eyewash (rinse for a minimum of 15 minutes). Find the location of your nearest fire extinguishers, fire alarm pull stations, lockdown-enabled doors, and automatic external defibrillators (AED) ( <a href="#">EHS Website: Automated External Defibrillator Map</a> )
Personal Protective Equipment (PPE)			Ensure that you have received training on the use, care, and limits of personal protective equipment used in the area including PPE provisions for specific hazards.
Working Alone			Understand the area specific rules for working alone. Student Employees must have permission from their supervisor to work alone in a laboratory or shop and should not handle hazardous materials or equipment while alone.
Hazardous Material Spills			Locate your spill response supplies and equipment and understand spill response procedures for your area. Locate hazardous material spill buttons. Understand the spill reporting procedures your area.
Laboratory Fume Hoods / BioSafety Cabinets			Understand the proper use of laboratory chemical fume hoods/biosafety cabinets in your area. ( <a href="#">EHS Website: Laboratory Safety</a> )
Equipment/Tool Safety			Ensure that you have reviewed the operating instructions or have received training on the safe operation of equipment and tools in your area ( <i>such as saws, drill presses, grinders, tools, machines, lab or shop equipment, etc.</i> ).
Laser Safety			Ensure that you have reviewed the operating instructions and safety precautions for the applicable laser and have received training on safe operation of the laser.
MSDS and Chemical Inventory Database			Know how to obtain chemical information from MSDSs and how to access MSDSs online. Be aware of the chemical ordering and inventory process/procedures for your area. ( <a href="#">EHS Website: MSDS</a> )

Required Knowledge Areas (if applicable)	Yes	NA	EHS Work Area Hazard Specific Training (Review all those that apply)
Hazardous Materials			Review safe use and storage procedures for your area such as: secondary containment, labeling, segregation, handling, transporting, chemical ordering and inventory, etc. (EHS Website: <a href="#">Laboratory Safety</a> ). Identify any high-hazard chemicals and understand specific precautions necessary to work safely with them, including: peroxide formers, pyrophorics, water reactives, explosives, corrosives, highly toxic chemicals, etc. (EHS Website: <a href="#">Chemical Hygiene Plan</a> ).
Waste			Recognize the types of waste generated in the area (hazardous, bio-hazardous, sharps, radioactive, medical, universal, etc.). Understand the waste handling and disposal procedures for each, including waste streams and waste containers, labeling, storage requirements, etc. (EHS Website: <a href="#">Waste Management Program</a> )
Biosafety and Bloodborne Pathogens			Review and understand biosafety procedures and bloodborne pathogens safety for those who work with r-DNA, tissue cultures, bacteria, and/or viruses and/or handles animals as part of their duties or handles human blood or other body fluids. (EHS Website: <a href="#">Biosafety and Bloodborne Pathogens</a> ). <i>contact EHS for training</i>
Radiation Safety			Review safe procedures for radioactive materials (sealed or unsealed) or radiation producing machines for those who handle radioactive materials or uses X-ray producing machines; receives radioactive shipments; performs maintenance in radiation labs - (EHS Website: <a href="#">Radiation Safety</a> ) <i>Contact EHS for training</i>
Compressed Gases/Cryogenics			Review the safe use of compressed gases and cryogenic materials. (EHS Website: <a href="#">Chemical Hygiene Plan</a> )
Electrical Safety			Understand electrical safe work procedures for those who work with high voltage electrical equipment and/or work on electrical circuits, or in electrical panels greater than or equal to 50 volts. <i>Contact EHS for training</i>
Fall Protection			Review the requirements and restrictions for working at heights of over 6 feet utilizing ladders, aerial lifts or fall protection equipment. <i>Contact EHS for training</i>
Hot Work			Ensure you understand the requirements for working with tools that can create a fire danger such as welding, cutting or brazing equipment in <u>designated hot work approved areas</u> or provisions for doing hot work outside of a designated hot work area. <i>Contact Lab Manager or EHS for training</i>
Power Lift Equipment			Know the requirements and restrictions to operate powered lift equipment, e.g. forklift, pallet jack, scissor lift, genie lift. <i>Contact EHS for training</i>
Heat Stress			Review heat illness prevention work practices when routinely working outdoors when temperatures can exceed 85 degrees F. <i>Contact EHS for training</i>
Other (indicate any other training that should be documented)			Supervisors Document training here:
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***Supervisors should maintain a signed copy on file.***