People employed (including students) by Eastern Washington University (EWU) must comply with safety procedures and standards. Environmental Health and Safety (EH&S) and employee’s supervisor will provide safety training prior to the employee engaging in tasks that may pose a potential hazard.

1. It is the responsibility of the supervisor to evaluate the duties of employee to ensure that the employee is competent to perform assigned tasks safely. EH&S is available to explain the scope and content of applicable laws, and safety programs that could assist in assigning appropriate tasks to the employee.

2. At no time will the employee be assigned duties that require specialized certifications, licensing or training (electrical, gas etc.) unless they have such certifications, licensing or training. Depending on assigned tasks, additional training maybe required (respirator protection, fall protection, electrical safety, hazard communication, etc). Contact EH&S for required classes.

3. Employees must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide adequate health and safety orientation training related to standard operating procedures, hazards, and personal protective equipment. When applicable, hepatitis shots and pre-employment physicals may be required. Contact EH&S for additional information.

4. Employees shall practice and observe all safety rules with special attention to the safety devices on equipment provided for their own protection. Employees shall use protective devices as required, and shall exercise proper care and treatment of such protective devices. There shall be no alterations of safety equipment.

5. Injuries or accidents, no matter how slight, must be reported to EH&S within 24 hours. Supervisors are required to complete an incident investigation and document the information. Incident report forms can be found on EWUs website under EH&S —forms [http://access.ewu.edu/HRRR/Environmental-Health-and-Safety.xml].

**FILLING OUT THE FORM**

At a minimum brief them on the top 7 sections. These should be checked off.

These sections should be checked off only if the training occurs.

Please fill this form out legibly.

**IN THE CASE OF SEVERE INJURY OR DEATH OF A EWU EMPLOYEE; EWU EH&S WILL BE NOTIFIED AT ONCE (359-6455 OR 290-3510).**

If you have questions concerning employee safety or training requirements, contact EH&S at 359-6496.

(Note: Please send this completed form to EH&S, 002 Martin Hall, Fax #359-4690)
EMPLOYEE NAME: ___________________________________________________________

Last        First        Initial

Department _________________________ Position (Job Title) __________________________

As required by the Washington Industrial Safety and Health Act, an employee health and safety orientation briefing was given to the above named employee. The following topics were covered:

☐ How and when to report incidents, occupational injuries and illnesses, including the location of the first-aid facilities and personnel.

☐ How to report unsafe conditions and practices.

☐ Proper action to take in the event of emergencies, including building routes of exit, location of fire alarm pull stations, locations of fire extinguishers, bomb threat procedures, earthquake procedures and power outage procedures.

☐ Hazardous chemical information and location of Material Safety Data Sheets.

☐ Review of computer ergonomics and proper work practices.

☐ Location of the nearest Safety Bulletin Board.

☐ An on the job review of the practices necessary, to safely perform job assignments.

☐ Special Training Topics:

☐ Laboratory Safety and Chemical Hygiene Plan*

☐ Hazardous Communication “HAZCOM” (Conducted by EH&S)

☐ Blood-borne Pathogen Control (Cleanup training will be conducted by EH&S)

☐ Confined Space Entry (Training Conducted by EH&S)

☐ Body Mechanics and Lifting Safety*

☐ Lockout/Tag-out (Training Conducted by EH&S)

☐ Vehicle and Driver Safety

☐ Fall Protection (Conducted by EH&S) and Ladder Safety*

☐ Hearing Conservation and Noise Control (Conducted by EH&S)

☐ Electrical Safety (Conducted by EH&S)

☐ Asbestos and Lead Awareness (Conducted by EH&S)

☐ Rights as an employee and industrial insurance coverage*.

☐ Name and Location of building safety representative and/or safety committee.

* Denoted training that can be conducted by EH&S.

Employee Signature ____________________ Date __________________

Supervisor Signature: __________________________ Telephone: __________________

Supervisor (Print Name) __________________________ Employee (Print Name) __________________________

Please forward this record to Environmental Health & Safety, 002 Martin Hall. For additional information and training assistance, please call EH&S, 359-6496.