

Departments of Physics, Astronomy & Institute of Nuclear Theory
New Employee Safety Orientation

Revised 7 February 2008

Employee Name:

Job Title:

Topics 1-4 are contained in the departmental Emergency Operations Plan. Reviewing this plan during the orientation will more than meet the requirements of these first few topics.

1. Reporting Emergencies

Tell and show the new employee(s) the police, medical, and fire emergency reporting number(s) for their work area is posted on all telephones.

Fire-Police-Medical 911

2. Emergency Evacuation

The emergency evacuation procedure is described in the Physics-Astronomy Building Emergency Evacuation and Operations Plan (EEOP), copies of which may be obtained from the Department's site or the main office.

Walk new employees through the appropriate emergency evacuation route for their work area. Also point out the secondary emergency evacuation route to be used if the primary route is blocked.

Emergency exit plans can be found posted in wall placards in numerous locations in hallways around the building. Show the new employees where to assemble after evacuation. This information can be found in the EEOP.

Discuss special evacuation needs and plans with disabled employees. (Campus building evacuation floor plans are available from EH&S, call 3-0465.)

3. Local Fire Alarm Signaling System

Show new employees where fire alarm pull stations are and instruct them in

their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe the "slow whoop" sound of the fire alarm system of the Physics-Astronomy Building.

- Tell your new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them.
- When employees discover a fire they should first, pull the nearest fire alarm pull station and then exit the alarmed area. If possible, employees should follow up with a telephone call from a safe location to provide more details.
- The activation of a fire alarm pull station in the Physics-Astronomy Building also sends a signal to the UW Police and Seattle Fire Department showing the location of the emergency.

4. Portable Fire Extinguishers

Show the employee(s) where portable fire extinguishers are located. In the Physics-Astronomy Building, fire extinguishers can be found in all hallways behind marked white storage doors. In addition, many labs and shops in the basement area have fire extinguishers. Tell them to use a portable fire extinguisher only if:

- they have been instructed how to use them,
- the fire alarm has been sounded first,
- the fire is small (waste basket size), and
- they have a clear evacuation route.

5. Department Reporting Procedures

Tell your new employee(s) to immediately report accidents, incidents, near misses, university motor vehicle accidents and any unsafe conditions or acts to their supervisor.

a. Reporting Accidents and Incidents

Explain that after they immediately report on-the-job accidents, they have to fill out a University accident incident report form including their supervisor's comments and signature. This form can be found and filled out at the Online Accident Reporting System (OARS)

<http://www.ehs.washington.edu/ohsoars/index.shtm>

Explain the form and tell them where the forms are located. All accidents or near accidents (incidents) must be reported on this form even if no

personal injury was sustained.

Reporting all accidents and incidents helps the University and the employing department initiate effective safety programs and accident prevention measures.

b. Reporting Motor Vehicle Accidents

All automobile accidents in University-owned vehicles must also be reported to the University Police Department (911) immediately, whether or not there appears to be personal injury or property damage. For more information see:

http://www.washington.edu/admin/motorpool/safety_info/collision.php

c. Reporting Unsafe Conditions and Acts

Along with immediately reporting unsafe conditions and acts to their supervisors or the person noted above, employees may report safety problems to Environmental Health and Safety (543-7262).

Explain that employees should take responsibility for correcting unsafe conditions when feasible, e.g., wiping up small, nontoxic spills and removing tripping hazards.

6. Workers' Compensation and Industrial Insurance

Tell employees that work-related injuries or illnesses resulting in medical expenses or time loss are covered by Washington State's Workers' Compensation. To establish a Workers' Compensation claim, employees must fill out a State Department of Labor and Industries (L&I) Report of Industrial Injury or Occupational Disease at their medical provider's office when they receive medical care for a work-related injury or illness. Explain, also, that prompt reporting of accidents to you, the supervisor, will make the claims process easier and may allow you to find them modified work during their recovery.

7. First Aid

Tell new employees where first aid kits are located. Explain what actions employees should take if they or others are injured. If safety showers or eye wash stations are located in your work area, show new employees where they are and instruct them in their use.

8. Hazard Communication (Chemical Safety) (Worker Right-to-Know, HazCom)

a. General (all employees)

- Tell new employees where hazardous materials are used or stored in their work area.
- Explain the labeling system for these materials.
- Show employees where Material Safety Data Sheets (MSDS) are located or explain how they can obtain an MSDS.
- If new employees will be working with hazardous materials, tell them they will receive training in the safe handling of these materials or conduct the training at this time, if appropriate.

Hazard Communication training is conducted by supervisors.

- Inform new employees that hazardous materials emergencies, such as spills or releases too big for them to clean up, are to be reported to their supervisor and:

Report large spills or releases to 911

- Explain the hazardous materials waste disposal procedures that apply in your area.

b. Specific Work sites

Office Staff

For staff whose only chemical exposures are in an office environment,

- Direct the person to the "Information for Office Staff" web site at <http://www.ehs.washington.edu/psoinfofor/officestaff.shtm>
- Discuss hazard information and protection measures for products they will work with.

- Explain an MSDS and tell employees where they are located or how to obtain them.

Additional training is at the discretion of the supervisor

Teaching Assistants

- All Teaching Assistants must attend the Introductory talk provided by Science Instructional Technician prior to the beginning of the quarter.
- Supervisors should ensure that Teaching Assistants are aware of how to correctly respond to situations such as medical emergency, building evacuation, security incidents, earthquakes etc.

Additional training is at the discretion of the supervisor

Shop Employees

- All employees working in a machine shop environment should complete the following:

I will be working with the following potential job hazards (Check all that apply):

Potential Hazard	EH&S or Department Required Training	Date Completed
Laboratory Chemicals	EH&S Chemical Safety Course Additional Lab-Specific Training- (Provided by Manager/Trainer)	
Overhead Cranes		
Cutting/Welding	EH&S Compressed Gas Cylinder Training	
Cryogenic Materials		
Electrical Hazards		
Forklifts		
Machine specific training		
Additional Job/Lab Specific Training	Provided by Principal Investigator or Supervisor	

Laboratory Staff

- All employees working in a laboratory environment should complete the following:

I will be working with the following potential job hazards (Check all that apply):

Common Potential Hazards	EH&S or Department Required Training	Date Completed
Laboratory Chemicals	EH&S Chemical Safety Course Additional Lab-Specific Training- (Provided by Principal Investigator)	
Radioisotopes	EH&S Radiation Safety Course Additional Lab-Specific Training- (Provided by Principal Investigator)	
Compressed Gases	EH&S Compressed Gas Cylinder Training	
Cryogenic Materials		
Electrical Hazards		
Laser Safety		
Shop safety training	Shop Introduction -- Student shop	
Additional Lab- Specific Training	Provided by Principal Investigator or Supervisor	

The laboratory supervisor or principal investigator must provide any additional laboratory specific training. See the UW Laboratory Safety Manual (5/00 rev.), Section 7 Safety Training.

- 9. Work site Warning Signs and Labels**
Explain to all new employees the meaning of warning signs, tags, and labels used in their work area.

- 10. Personal Protective Equipment (PPE)**

Check the categories of personal protective equipment needed for this job.

Gloves	Hard Hats
Safety Glasses, Goggles, Face Shields	Hearing Protectors
Personal Protective Clothing	Fall Protection
Orange Safety Vest	Safety Shoes

Respirator

Explain precisely the use, care, cleaning, and storage of any personal protective equipment the new employee will be required to use on the job. Stress the need for strict adherence to department, division, unit, and/or lab policy on the use of PPE.

11. Employee Safety and Health Training

Use the list in section 8b to indicate the safety and health training classes the new employee will be required to take for their job. Recommended classes could also be marked but priority must be given to arranging the required health and safety training classes. <http://www.ehs.washington.edu/psotrain/index.shtm>

- ***Please register new employees in EH&S courses as soon as you are aware of their start date since many required courses fill early.***

Environmental Health and Safety courses are general and must often be supplemented with specific training by the department or supervisor.

12. Safety and Health Committee(s) and/or Safety Meetings

Tell new employees about the Organizational and University-wide Health and Safety Team and about the departmental health and safety committee and safety meetings, if applicable. Inform employees that any immediate job related safety concerns should be directed to their supervisor or laboratory P.I.

13. Safety Bulletin Board

Point out the departmental safety bulletin board, located near the main tower elevators at the basement level, and tell them what items can be found on the board.

The bulletin board must display the following posters:-

- *UW HazCom Poster*
- *State Labor and Industries Posters*
 - "Job Safety and Health Protection"*
 - "Notice to Employees"*
 - "Your Rights as a Worker"*
- *Other safety notices, newsletters, safety and health committee minutes,*

etc. should be posted here also.

14. Departmental/Work site Safety Practices and Rules

Conduct an on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. Employees should understand that supervisors will provide job safety instruction and inspection on a continuing basis. Review safety rules for your department (e.g., non-smoking areas, working alone, safe use of chemicals, biohazards, radioactive materials, etc).

15. Tour Department/Facility Reviewing Work site Hazards

Encourage your employees to ask questions and to develop a sense of safety consciousness.

By signing below, I certify that (employee name) has received basic instruction in all safety issues outlined above, and has received additional job specific training needed to begin work. I recognize that additional safety training may be needed in the future should job duties change for this employee.

P.I./Supervisor Signature: _____
P.I./Supervisor Name (Print): Date:

New Employee Signature: _____
New Employee Name (Print): Date:

Please send completed form to your Department Administrator: Michael Kummer