

Departments of Physics, Astronomy & Institute of Nuclear
Theory & eScience Institute

New Employee Safety Orientation

Revised May 2019

Employee Name:

Job Title:

☐ **1. Safety Information**

The basic safety information for the Physics-Astronomy Building is posted on <https://phys.washington.edu/safety>
It consists of

- [Fire Safety and Evacuation Plan FSEP](#)
- [Accident Prevention Plan APP](#)
- [The Workplace Security Plan WSP](#)

Instruct the new employee to become familiar with these plans.

☐ **2. Reporting Emergencies**

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

Fire-Police-Medical 911

☐ **3. Emergency Evacuation**

The emergency evacuation procedure is described in the FSEP, copies of which may be obtained from the Physics Departments web site <https://phys.washington.edu/safety>.

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 FSEP.

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

☐ **4. 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.

☐ **5. 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.

☐ **6. 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.

☐ **7. 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.

☐ **8. 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.

☐ **9. Hazard Communication (Chemical Safety) (Worker Right-to-Know, HazCom)**

Hazard Communication training is conducted by supervisors

☐ **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.
- 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.

☐ **10. Required and recommended training**

☐ **a. General**

The [UW Training Course Selection Guides](#) define the required and recommended training for every UW employee. Each guide will help you to determine:

- Which trainings are relevant to your job
- Whether the training is required or recommended
- How the training is offered (online or in-person)
- How frequently the training should be taken

Every employee is responsible to take all the required training after discussion with your supervisor.

☐ **b. Office Staff**

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

- 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

☐ **c. 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

☐ **d. Shop Personnel**

The [Shop Safety Training Guide](#) is to be used by personnel working in a shop setting.

☐ **e. Laboratory Personnel**

The [Laboratory Safety Training Guide](#) is to be used by personnel working in a lab setting.

The laboratory supervisor or principal investigator must provide any additional shop or laboratory specific training.

☐ **11. Work site Warning Signs and Labels**

Explain to all new employees the meaning of warning signs, tags, and labels used in their work area.

☐ **12. Personal Protective Equipment (PPE)**

EHS provides a [PPE website](#), which contains guides and assessment tools for required [shop](#) and [laboratory](#) PPEs, which have to be strictly followed. 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.

☐ **13. Employee Safety and Health Training**

Use the following list 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.shtml>

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.

☐ **14. Safety and Health Committee(s) and/or Safety Meetings**

Tell new employees about the Organizational and University-wide Health and Safety Committees 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.

☐ **15. 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
- [Job Safety and Health Law](#) (rev. 09-2015)
- [Notice to Employees – If a Job Injury Occurs](#) (rev. 12-2012)
- [Your Rights to as a Worker in Washington State](#) (rev. 06-2013)
- [Signed OSHA 300A Summary](#) (Posted during February 1 – April 1 each year)

Other safety notices, newsletters, safety and health committee minutes, etc. should be posted here also.

☐ **16. 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).

☐ **17. Tour Department/Facility Reviewing Worksite 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