**Site-Specific Safety Orientation & Training for New Personnel (Office Spaces)**

***Supervisor or Designated Trainer:*** Review and select topics below that are applicable to the employee/trainee. Mark programs with a “Y” if applicable, or “NA” if not applicable. Add additional topics/programs under the “Other” column. Campus-wide applicable topics are identified with an “Y”. Review identified topics with trainee and provide or schedule training. Training must be completed ***prior*** to trainee engaging in hazardous tasks. Retain record for at least three years.

***Employee/Trainee***: Review applicable topics with Supervisor or Designated Trainer. Enter initial in “Trainee Initial” column once training is completed. Initial only if your questions regarding the material have been completely answered.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee** (Name and Signature) |  | **Date** |  |
| **Trainer** (Name and Signature) |  | **PI/Supervisor** |  |

| **Applicable?** | **Trainee Initial** | **Topic** | **Action** |
| --- | --- | --- | --- |
| **EMERGENCY PROCEDURES** |
| Y |  | [Emergency Action Plan](https://safetyservices.ucdavis.edu/units/emergency-preparedness/training-programs/action-planning) | Review Emergency Action Plan. Demonstrate both paths to Emergency Assembly Area. |
| Y |  | [Emergency Response Guide](https://ucdavis.app.box.com/s/8c4fpyg9vrz2melx7xc9zpp4c7mdc7kw) | Location(s) of flipchart guide, discuss scenario actions. |
| Y |  | Fire Alarm Pull Station | Show location(s) and proper activation. |
| Y |  | [Injury Reporting](https://safetyservices.ucdavis.edu/units/risk-management-services/workers-compensation/injury-reporting) | Review immediate reporting of work-related injuries and illnesses to supervisor. |
| Y |  | Phone | Location(s), detailed dialing instructions, ‘911’ dialing instructions, bomb threat card. |
| Y |  | [Warn Me](https://safetyservices.ucdavis.edu/units/emergency-preparedness/warnme) | Enroll in UC Davis Warn Me emergency alert system; recommend registering cellular phone number. |
| Y |  | Eye Wash/Safety Shower | Show location(s) and proper operation. |
| Y |  | First Aid Kits | Location(s) and description of contents. |
| Y |  | Spill Procedures | Show location of spill kit(s), SafetyNets [#13](https://safetyservices.ucdavis.edu/safetynet/guidelines-for-chemical-spill) and [#127](https://safetyservices.ucdavis.edu/safetynet/biological-and-biohazardous-spill-response) (if applicable), and describe procedures. |
| **PROGRAMS** |
| Y |  | [Injury and Illness Prevention Program](https://safetyservices.ucdavis.edu/units/ehs/workplace-safety-industrial-hygiene/injury-prevention/iipp) (IIPP) | Review content and location of IIPP; emphasis on annual review of Job Safety Analysis, injury and hazard reporting and training documentation. |
| Y |  | [Ergonomics](https://safetyservices.ucdavis.edu/units/occupational-health/ergonomics) | Train employee on proper body mechanics |
|  |  | [Heat Illness](https://safetyservices.ucdavis.edu/units/ehs/workplace-safety-industrial-hygiene/heat-illness-prevention) | Train employees who work outdoors on heat illness prevention |
|  |  | UC Laboratory Safety Awareness Training for Support Personnel | Training for non-lab personnel (I.T, Janitorial, etc) to be aware of the hazards and to safely work in lab spaces. A UC Learning Center class. |
| PERSONAL PROTECTIVE EQUIPMENT |
| Y |  | Hazard Assessment | Review completed Job Safety Analysis (JSA) as per IIPP. See [JSA/PPE Certification Forms](https://ucdavis.box.com/s/4qpw4ad29zohyka0usdhc8mcd53uubb0).  |
|  |  | PPE Certification | If PPE is identified in JSA, compete/review PPE certification form; provide PPE; demonstrate proper selection, use, care and storage. |
|  |  | Specific PPE | Protection for: €Head €Eye/Face €Body €Lungs €Upper Extremity €Lower Extremity €Specific PPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Respiratory program and fit testing is required for all respirator users. |
| OTHER |
|  |  | Chemical Storage Location(s) | Location(s) and segregation rules, volume limits (>10 gallons requires flammable storage cabinet). |
|  |  | [Compressed Gas Cylinders](https://safetyucd.sf.ucdavis.edu/safetynet/compressed-gas-cylinders) | Storage locations, regulators, transport, safety considerations. See also [SafetyNet #60](https://safetyservices.ucdavis.edu/safetynet/compressed-gas-safety). |
|  |  | [Hazardous Materials Management & Disposal­­­­­­­](https://safetyservices.ucdavis.edu/units/ehs/hazardous-materials-management) | Overview of [WASTe](https://safetyservices.ucdavis.edu/units/ehs/hazardous-materials-management/waste-tracking) and hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures.  |
|  |  | Ladders, Portable | Review [Cal/OSHA requirements](https://govt.westlaw.com/calregs/Document/ID472ADA059BA11E1BF69FA09690B95C5?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)).Employees who use portable ladders must be trained prior to using ladder. [LMS course](https://safetyservices.ucdavis.edu/training/ladder-safety) is available. |
|  |  | [Safe Driver Awareness](https://facilities.ucdavis.edu/fleet-services/safe-driver) | For employees who drive on official University business |
|  |  | Specialized Equipment | List and review safety procedures for proper operation. *e.g.*, copiers/toner cartridges, etc. |