

New Employee Health and Safety Orientation

Employee Name: _____

Job Title: _____ Date: _____

Supervisor Name: _____

Name of Staff Member Completing Orientation: _____

1. Accident Prevention Plan (APP)

Provide a hard copy or link to the UW Accident Prevention Plan (APP):

<http://www.ehs.washington.edu/workplace/accident-prevention-plan>. New employees should watch “An Introduction to Health and Safety at the University of Washington” for an overview of topics covered in the APP: <https://www.youtube.com/watch?v=DneMkAsLSWk&t=2s>

2. Reporting Emergencies

Explain who and how employees should call for help in emergencies. Please be specific since notifications may vary by location and the type of phone used.

Seattle Campus Campus Phone: 911 to reach a UWPD dispatcher
Other phones: 911 and state your location

Bothell Campus All phones: 911 and state your location
Also inform the Public Safety Office: 425-352-5222

Tacoma Campus All phones: 911 and state your location
Also inform Campus Safety and Security: 253-692-4416

3. Emergency Evacuation

Provide a hard copy of or link to your building’s Fire Safety and Evacuation Plan.

Walk the employee through the appropriate emergency evacuation route for their work area. Point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after a building evacuation. Discuss special evacuation needs and plans with employees with disabilities.

4. Local Fire Alarm Signaling System

Show the employee where the nearest fire alarm pull stations are and instruct them on their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop) and whether there are strobe lights.

Inform the new employee that when they discover a fire, they should activate the nearest fire alarm pull station, and then exit the alarmed area. If possible, employees should follow up with call to 911 from a safe location to provide more details. Employees must leave the building immediately upon hearing or seeing the alarm, closing doors behind them.

Seattle Campus: The activation of a fire alarm pull station sends a signal to both the UW Police and Seattle Fire Department showing the location of the emergency.

5. **Portable Fire Extinguishers**

Show the employee where portable fire extinguishers are located. Explain that employees may use a portable fire extinguisher only if:

- Employee has been trained to use them;
- The fire alarm has been sounded first;
- The fire is small (waste basket size or smaller); and,
- The employee has a clear evacuation route.

6. **Reporting Workplace Accidents and Injuries and Unsafe Conditions**

Explain that any work-related injuries or illnesses must be reported within 24 hours to both a supervisor and to Environmental Health & Safety via the Online Accident Reporting System (OARS):

<http://www.ehs.washington.edu/workplace/accident-and-injury-reporting>. Explain that any work-related injury or illness that results in a hospitalization must be reported within eight hours.

An OARS report should also be submitted for near misses, hazardous conditions, and accidents or injuries involving students, UW volunteers working on or off campus, or members of the public visiting campus.

Explain to the employee that they can always report health and safety concerns to their supervisor, Environmental Health & Safety, or to their health and safety committee.

7. **Workers' Compensation**

Explain the benefit of workers' compensation to your employee. If your employee is injured at work and needs treatment they can go to the emergency room or a health care provider of their choice and state that they were injured at work. The medical provider will assist them in filing a workers' compensation claim. They may want to consider seeking treatment with an occupational medicine provider as they have experience dealing with L&I and paperwork involved with a claim.

Your employee can find more information regarding workers' compensation on the UW Claim Services website: <https://risk.uw.edu/wc>.

8. **First Aid**

Show the employee where first aid kits are located. Explain your department's first aid plan to your employee. This plan will explain what actions employees should take if they or others are injured and how to seek first aid. For example, your department may have first aid trained employees or your

department may rely on Emergency Medical Services. Calling 911 is always an available resource unless your employee is working in a remote location.

If emergency showers or eye wash stations are located in your work area, show employees where they are and instruct them on their use.

9. Hazard Communication (HazCom) and Chemical Safety

All UW employees who work with or around hazardous chemicals must receive training on the hazards of the chemicals in their work areas. An exception is employees who only work with and around consumer products in small quantities.

Employees working with or around hazardous chemicals need to know:

- The identity, hazards, and location of hazardous chemicals and materials in their work area;
- How to use the online UW MyChem database (<http://www.ehs.washington.edu/chemical/mychem>) and access chemical inventories and safety data sheets (SDSs) for chemical specific hazard information;
- What chemical specific training they will need, such as following safe use practices including engineering controls, administrative controls, good work practices, wearing proper personal protective equipment (PPE), and signs or symptoms of an exposure;
- How to label secondary chemical containers;
- How to respond to and report a hazardous material accident or emergency, such as a spill, release, or exposure. This includes reporting to their supervisor and EH&S. Emergencies are reported through the 911 system as mentioned above in #2: Reporting Emergencies; and,
- About the requirements found within the UW Chemical Hazard Communication Program found on the EH&S website: <http://www.ehs.washington.edu/chemical/chemical-hazard-communication-hazcom>.

If your employee is working in a laboratory environment, ensure that you also go over the laboratory's Chemical Hygiene Plan, which may have additional information or requirements.

10. Worksite Warning Signs and Labels

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

11. Personal Protective Equipment (PPE)

Inform your employee of any PPE they will need to wear as part of their job. Explain when it is necessary. Show them how to put on, take off, adjust, and wear the PPE. Explain the limitations of the PPE and how to properly care for the PPE. Explain the process of requesting replacement PPE.

Note: If you are unsure what PPE is needed for your employee, you must perform and document a hazard assessment. Tools are available on the EH&S website:

<http://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe>

12. Health and Safety Committees and Safety Meetings

Inform the employee about the health and safety committee that represents their work group. Inform them who their safety committee representatives are and to contact them. If applicable, also inform the employee about any departmental health and safety committee and safety meetings.

□ 13. Safety Bulletin Board

Point out the departmental safety bulletin board and tell the employee what items can be found on the board, such as: health and safety committee meeting minutes, safety newsletters, safety posters, accident and injury statistics, and other educational material.

The bulletin board must display the following State Fund required posters:

- Job Safety and Health Law (F416-081-909)
- Notice to Employees – If a Job Injury Occurs (F242-191-909)
- Your Rights as a Worker (F700-074-909)
- Signed OSHA 300A Summary (during February 1 – April 1 each year)

□ 14. Employee Safety and Health Training Refer to the Employee Safety and Health Training Matrix to identify the required training the employee will need to take for their job. Additional training may be needed based on the employee’s job responsibilities. EH&S courses are general and must often be supplemented with specific training by the department or supervisor.

□ 15. Transportation Safety

Explain that employees must follow applicable laws while in different modes of transportation such as driving, biking, or walking while working for the UW.

Ensure that employees who are driving a UW-owned vehicle for work purposes take the Driver Safety & Awareness course (<https://uw.bridgeapp.com/learner/courses>). Inform your employee to follow vehicle accident reporting procedures: <https://facilities.uw.edu/catalog/vehicle-rental/reporting>

Employee Signature

Date