

NEW EMPLOYEE SAFETY ORIENTATION

To be completed in department during first week of employment

Employee Name _____ L # _____

Job Title _____ Dept. _____

Date of Appointment _____ Extension _____

Procedures for Completion

This checklist is designed as a guide for the orientation of new LCC employees. It is not meant to limit the safety training but rather to cover those items that are specific for employees working in all departments of the college. Individual departments should also cover any safety items that are specific to their department.

1. This checklist should be completed during the first week of employment for all new employees in regular or temporary positions.
2. All items on the checklist should be discussed with the employee by the department supervisor or a designee. The employee should initial in the box next to each item after discussing the information.
3. Once all items have been covered, the department should retain a copy of the checklist for the employee's file and send one copy to Dawn Barth in Health and Safety. This will be used for OrOSHA compliance records.

Any questions regarding this checklist should be directed to Dawn Barth Health and Safety Specialist Ext. 5528

	Completed
I have received a copy of the employee emergency manual.	
For main campus safety emergencies, the number to call is 5555	
For main campus health emergencies, the number to call is 6666. Employees may also call 911 if they desire to do so. However, in many instances, the 911 response time is faster if the 6666 number is used because we have a direct contact with Goshen Fire and Rescue. We also have trained medical staff on campus with equipment needed to respond to emergencies. Early treatment increases the chances of a full recovery.	
For counseling consultations the number to call is 8888. A counselor will be sent to assist in situations where you feel their services would be needed.	
In the event of an emergency, the campus may need to be evacuated. It is important to notify the Public Safety office if you are on campus outside of the college's normal business operating hours. The number to call for Public Safety is 5558.	
In the event of a fire on campus, employees are not expected to use fire extinguishers and should never do so unless they have been trained in their proper use. The Health and Safety department will sponsor trainings in fire extinguisher use each quarter.	

I know where the fire extinguishers are located in our department.	
I know where the first aid kit is located in our department. I understand that I am not required to perform first aid. If I choose to administer first aid, I understand the use of standard precautions to reduce the risk of transmission of blood borne pathogens. I understand that I should call Facilities at Ext. 5216 to clean up any human fluids to prevent risk of disease transmission.	
I know where the MSDS list is located in our department.	
I know how to evacuate my work area and where the nearest emergency exits are in case of fire or other emergency.	
In case of building evacuation, I know the designated meeting place is for my department.	
I know what our department emergency notification system is.	
I know where the emergency alarm pull stations are.	
I understand that if I have an injury/accident while on the job, I must assist my supervisor in completing the accident investigation form within 48 hours of receiving medical care. The form can be found at http://www.lanecc.edu/hr/forms.htm .	
I understand that I should keep my work space clear of clutter and trip hazards to prevent serious injury.	
I understand that I will be issued keys through the campus public safety office. It is my responsibility to account for and secure keys. I will not give them to unauthorized persons. I understand that keys must be returned to the Public Safety office upon end of employment.	
I know that I can contact the Facilities office at Ext.5216 if I feel I am having work related indoor air quality problems.	
I received training in proper use of personal protective equipment specific for my job.	
I know that LCC has an Employee Wellness program and I can get information on upcoming wellness events and activities at http://www.lanecc.edu/wellness/	
I know that LCC has an Ergonomic committee .I can request an assessment of my workspace and get more information at http://www.lanecc.edu/safety/ergonomic.htm .	
I know that LCC has a safety committee that meets each month. I know that I am welcome to attend the meetings and I can get notes and information at http://www.lanecc.edu/safety/index.htm I know who my building safety representative is.	
I know that I should take precautions to protect myself against crime and to deter crimes from occurring. Some suggestions to aid in this are: 1. Walk or jog with another person in well lit areas as much as possible. 2. Never leave your belongings unattended. Lock them up when possible. 3. Ensure doors close and lock behind you when buildings are closed. 4. Always notify public safety Ex. 5558 if you will be on campus outside of normal business hours.	