



## **New Employee Safety Orientation and Training Program**

### **OBJECTIVE**

To provide new personnel with adequate basic safety training to effectively perform assigned duties and task in a safe manner and to according to provisions set forth by Skidmore College. New employees include, but are not limited to:

- Permanent Employees
- Part-Time Employees
- Temporary Employees
- Volunteers (Paid and Unpaid)
- Student Employees

### **PURPOSE**

To provide a record of training each employee has received prior to being assigned any job task.

### **RESPONSIBILITY**

The employee's supervisor will ensure all required training is scheduled, completed, and documented.

### **PROCEDURES**

When a new employee starts, you will engage in a "New Employee Safety Orientation and Program" with your supervisor. The supervisor will be responsible for completing and returning the safety checklist to the Safety Officer.

Before any employee is assigned a new task, the Safety, Health Environmental & Security Programs checklist must be signed off by both the employee and supervisor and/or Safety Officer as having been discussed and understood.

Before any employee is assigned to work with any other employee on a new task, the supervisor will orient the employee on the procedure/task, any safety concerns, and any required personal protective equipment (PPE).

The supervisor will complete the "Workplace Hazard Assessment/Employee Review" with the employee. This will aid in identifying hazards currently present in the employees workplace.

Documentation of completion will be recorded in a centralized database, maintained by the Location Safety Office. The completed packet will be retained, by the supervisor, in work area files for length of employment plus two (2) years.

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## WORKPLACE SAFETY RULES

Your safety is of the utmost concern of Skidmore College. Every precaution has been taken to provide a safe workplace. Your supervisor and/or the Safety Officer makes regular inspections and holds regular safety meetings. Management meets regularly to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the



## **New Employee Safety Orientation and Training Checklist**

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## New Employee Safety Orientation and Program

### SAFETY TRAINING CHECKLIST

	<u>Initial (Trainee)</u>	<u>Date</u>	<u>Estimated Time</u>
<b>BLOOD BORNE PATHOGEN (Video)</b>	_____	_____	:20
<b>HAZARDOUS COMMUNICATION / GHS (PP)</b>	_____	_____	:20
<b>HAZARDOUS WASTE MANAGEMENT (PP)</b>	_____	_____	:20
<b>ELECTRICAL SAFETY (Video)</b>	_____	_____	:15
<b>LOCKOUT / TAGOUT (Video)</b>	_____	_____	:15
<b>GENERAL FIRE SAFETY (PP)</b>	_____	_____	:15
<b>CONFINED SPACE (Video)</b>	_____	_____	:15
<b>ASBESTOS AWARENESS (Video)</b>	_____	_____	:15
<b>LIFTING SAFETY/BACK SAFETY (Video)</b>	_____	_____	:15
<b>LADDER SAFETY (Video)</b>	_____	_____	:15
<b>SLIPS, TRIPS AND FALLS (Video)</b>	_____	_____	:20
<b>MINIMUM PERSONAL PROTECTIVE EQUIPMENT</b>	_____	_____	:20

This Safety, Health, Environmental Program offered by Skidmore College has been discussed and explained to me by the Environmental Health and Safety Officer. I understand the contents and actions that I am to follow described in this Safety Plan. My initials above acknowledge completion of each safety training course.

I have been informed that additional information on Safety, Health and Environmental rules, regulations, and practices, inP2tal rules, regulations,