New Employee Health and Safety Orientation

Employee name:

Job title:       Date:

Supervisor name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person conducting orientation:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions: Unit supervisors must ensure that all new UW personnel, including those who are temporary and working part time, receive a health and safety orientation. Supervisors can modify this template as needed to include unit-specific orientation requirements*.

**1. UW Accident Prevention Plan and Supplemental Accident Prevention Plan**

Provide a hard copy or link to the **[UW Accident Prevention Plan](https://www.ehs.washington.edu/workplace/accident-prevention-plan):** www.ehs.washington.edu/workplace/accident-prevention-plan.

New employees should watch “[An Introduction to Health and Safety at the University of Washington](https://www.youtube.com/watch?v=DneMkAsLSWk&t=2s)” on the Environmental Health & Safety website for an overview of topics covered in the UW Accident Prevention Plan.

Provide a copy of the unit/department **Supplemental Accident Prevention Plan**.

**2. Reporting emergencies**

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

**Seattle campus Call 9-1-1 on a campus phone** to reach a UWPD dispatcher.

Call 9-1-1 on any other phone, indicate you are on the UW Seattle campus and then report your exact location.

**UW Bothell Call 9-1-1 and report your location.**

Call 425-352-5359 to also inform the Public Safety Office.

**UW Tacoma Call 9-1-1 and report your location.**

Call 253-692-4416 to also inform Campus Safety and Security.

**3. Emergency evacuation**

Mention that the building’s evacuation route is posted on signage in the hallway of most campus buildings.

Cover the following topics for your worksite(s):

* Appropriate emergency evacuation routes (primary and secondary) for their work areas
* Evacuation assembly point (i.e., gathering area after a building evacuation)
* Names of the evacuation wardens
* Discuss special evacuation needs and plans with [persons with disabilities](https://www.ehs.washington.edu/resource/evacuation-topics-individuals-disabilities-198).

**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 9-1-1 from a safe location to provide more details. Employees must leave the building immediately upon hearing or seeing the alarm, closing doors behind them.

On the Seattle campus, the activation of a fire alarm pull station sends a signal to both the UW Police and Seattle Fire Departments 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*:

* The 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, injuries, and unsafe conditions**

Explain that any work-related incident that results in an injury, illness, exposure to hazardous materials, property damage, or a fire event must be reported within 24 hours to a supervisor and to the University at oars.ehs.washington.edu. ([Some incidents require immediate notification](https://www.ehs.washington.edu/workplace/incident-reporting)). Explain that personnel are encouraged to submit work-related near-miss events.

Show the employee the Incident Reporting section of the [UW Accident Prevention Plan](https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf) on the Environmental Health & Safety website to ensure the employee knows what to report, how to report, when to report, and why reporting is so important. The UW Accident Prevention Plan and the [EH&S incident reporting webpage](https://www.ehs.washington.edu/workplace/incident-reporting) contain important instructions on incident reporting and better define the types of work-related events that must be reported.

Safety concerns are defined as any condition, practice, or violation that has the potential to result in physical harm, property loss, and/or environmental impacts. Safety concerns can be reported to EH&S using the [Report A Concern Form](https://www.ehs.washington.edu/report-concern).

**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; read more information at https://risk.uw.edu/wc/seek.

Refer the employee the UW Claim Services website for more information: https://risk.uw.edu/wc.

**8. First aid**

Show the employee where **first aid kits** are located.

Explain your unit’s [**First Aid Plan**](https://www.ehs.washington.edu/resource/first-aid-plan-guidelines-247)**.** This plan describes what actions employees should take if they or others are injured and how to seek first aid. (For example, your unit may have first-aid trained employees or your unit may rely on emergency medical services.) Calling 9-1-1 is an available resource, unless your employee is working in a remote location.

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

**9. Hazard communication 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.

Employees working with or around hazardous chemicals need to know:

* The identity and hazards of the hazardous chemicals and materials in their work area; Non-researchers get this information by taking the [Hazard Communication](https://www.ehs.washington.edu/training/hazard-communication-online) training, while researchers take [Managing Laboratory Chemicals](https://www.ehs.washington.edu/training/managing-laboratory-chemicals-online) training course available on the Environmental Health & Safety website;
* The location of the hazardous materials, including how to use the online UW [MyChem](http://www.ehs.washington.edu/chemical/mychem) database (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](https://www.ehs.washington.edu/chemical/chemical-container-labels) secondary chemical containers (i.e., a chemical is transferred from its original container to a smaller “secondary container” for ease of use); and
* Where to find the chemical spill cleanup supplies, when to cleanup spills, and how to respond to and report a hazardous material accident or emergency, such as a [spill](https://www.ehs.washington.edu/popular-services/hazardous-material-spills), release, or exposure. This includes reporting to their supervisor and EH&S, reporting emergencies through the 9-1-1 system (covered in item #2 above). Point out the location of the [Spill Response Poster](https://www.ehs.washington.edu/system/files/resources/spill-response-poster.pdf) and [Exposure Response Poster](https://www.ehs.washington.edu/system/files/resources/exposure-response-poster.pdf) (as appropriate).

For non-researchers, these requirements are documented in the [UW Chemical Hazard Communication Program](http://www.ehs.washington.edu/chemical/chemical-hazard-communication-hazcom) found on the EH&S website at www.ehs.washington.edu/chemical/chemical-hazard-communication-hazcom.

For researchers, these requirements are documented in the [UW Laboratory Safety Manual](https://www.ehs.washington.edu/resource/laboratory-safety-manual-510).

**10. Worksite warning signs and labels**

Explain the meaning of [warning](https://www.ehs.washington.edu/research-lab/caution-signs-and-warning-signs) signs, tags, and labels used in their work area(s).

**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 required.
* 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 [Environmental Health & Safety website](http://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe): 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](https://www.ehs.washington.edu/workplace/health-and-safety-committees) that represents their work group. Inform them who their safety committee representatives are and how to contact them. If applicable, also inform the employee about any unit-level safety-related committees and meetings.

**13. Safety bulletin board**

Point out the safety bulletin board in the work area(s) 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. Tell them they can learn more about what is on the bulletin board by reviewing the [UW Accident Prevention Plan](https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf).

**14. Employee safety and health training**

Refer to the [Training Course Selection Guides](http://www.ehs.washington.edu/training/training-course-selection-guides) on the Environmental Health & Safety website to identify the required safety training the employee will need to complete: www.ehs.washington.edu/training/training-course-selection-guides.

Additional safety training may be needed based on the employee’s job responsibilities and potential hazards. EH&S courses must often be supplemented with task- or equipment-specific training by the unit or supervisor.

**15. Transportation safety**

Explain that employees must follow applicable laws while in various 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 [UW Driver Safety & Awareness course](https://uw.bridgeapp.com/learner/courses) at uw.bridgeapp.com/learner/courses.

Inform your employee to follow [vehicle accident reporting procedures](https://transportation.uw.edu/getting-around/vehicle-rental-ucar/accident-reporting) on the Transportation Services website at transportation.uw.edu/getting-around/vehicle-rental-ucar/accident-reporting.

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Employee Signature Date