

## EHS Work Area Specific Orientation Checklist for Office Areas



Employee Name:
Employee ID Number:
Job Title:
Department Name:
Employee Signature:
Date Completed:
Supervisor's Name:
Supervisor's Signature:

**Faculty/Staff:** Complete this form within a week of starting work (existing employees should also complete this form when starting new job duties or working in a new location). **Supervisors should sign-off on this form when it is complete and retain on file.**

**Student Employees:** Complete this form with your Supervisor within a week of starting work. Hyperlinks to applicable documents and information are included where available. Be sure to contact your Supervisor, Lab or Shop Manager, Department Chair, Designated Building/Department Representative or SCU EHS with any questions regarding safe work practices. **Supervisors should sign-off on this form when it is complete and retain on file.**

If you have any questions regarding EHS training, contact Sean Collins at [spcollins@scu.edu](mailto:spcollins@scu.edu) or visit the SCU EHS website: [www.scu.edu/ehs/training](http://www.scu.edu/ehs/training)

### SCU Emergency Procedures and Safe Work Practices

Required Knowledge Areas	Yes	New Employee Responsibilities
New Employee EHS Orientation		Complete the “ <b>New Employee EHS Orientation</b> ” or the “ <b>New Student Employee EHS Orientation</b> ” course, whichever applies. Contact EHS at <a href="mailto:ehs@scu.edu">ehs@scu.edu</a> to gain access to our online training program if you do not take the in-person led class associated with HR Benefits Orientation.
Emergency and Injury Reporting		Ensure that you know how to contact emergency responders: SCU Campus Safety extension x4444 or 408-554-4444 or 911 in the event of an emergency. Workplace injuries should be reported to the supervisor and Human Resources.
Emergency Evacuation		Locate your building’s emergency evacuation map (found in hallways/corridors). Verify where your building exits are and the evacuation routes (at least two) that you could take in an emergency. Locate your building’s <b>Evacuation Assembly Point</b> . ( <a href="#">Emergency Mgmt. Website: Emergency Assembly Points Map</a> )
Emergency Procedures		Review SCU Emergency Procedures for information on how to respond during an emergency such as a fire, earthquake, lock-down, etc. ( <a href="#">Emergency Mgmt. Website: Emergency Procedures</a> )
Emergency Equipment/Alarms		Find the location of your nearest fire extinguishers, fire alarm pull stations, lock-down enabled doors, automatic external defibrillators (AED) ( <a href="#">EHS Website: Automated External Defibrillator Map</a> )
<b>Faculty/Staff</b> Ergonomic Setup		If you work at a computer station for more than two hours daily, complete the Ergonomic Workstation Self Evaluation Checklist ( <a href="#">EHS Website: Ergonomic Self Assessment Checklist</a> )
Waste Diversion		Ensure that you have a desk-side recycling/waste container set. Review SCU waste diversion instructions at: <a href="https://www.scu.edu/sustainability/operations/waste/">https://www.scu.edu/sustainability/operations/waste/</a>
Cart/Vehicle Use		If you will need to use SCU carts or vehicles, notify Risk Management to receive the SCU carts and vehicles training prior to use. Call (408) 554-4397 for course registration.

**Have you registered for SCU CAMPUS ALERT? Contact SCU Emergency Planning Manager at 4749**

For those working in technical areas, complete the [EHS Work Area Specific Orientation and Training Checklist](#)