

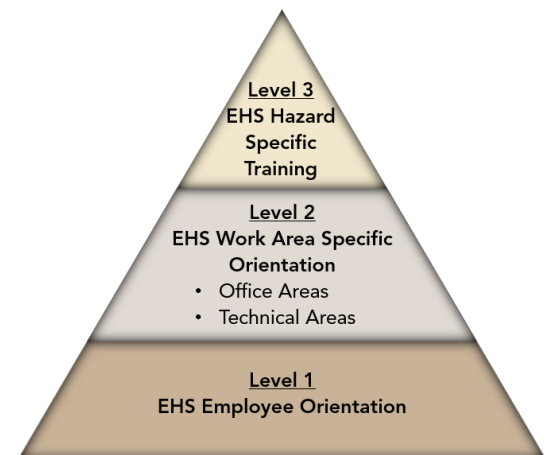
New Employee Environment, Health and Safety (EHS) Orientation

Welcome to SCU!

SCU is dedicated to promoting the health and safety of our employees. Comprehensive training is essential for understanding how to prevent accidents and injuries, as well as handling emergencies efficiently.

All new employees are required to complete the following within 30 days of their start date. Supervisors are responsible for ensuring that their team members receive appropriate training.

1. New Employee Environment, Health and Safety (EHS) Orientation
2. EHS Work Area Specific Orientation and Training



Step 1: Complete the New Employee EHS Orientation Course (EHS Level 1 Training)

The EHS Orientation Course for New Employees can be taken *in person/Zoom* as part of the HR New Hire Benefits session OR can be taken *online*. If an employee takes the course in person they do not have to take it online. The online course is located on [Camino](#), allow 40 minutes.

Staff: A Camino Learning Management account is needed in order to take the online course. Send an email to caminosupport@scu.edu and provide your SCU ID number to request a Camino Account. Once you have a Camino Account, access the course directly by going to <https://camino.instructure.com/courses/74486/>

Faculty: To access the course directly in Camino go to <https://camino.instructure.com/courses/74486/>

Faculty and Staff: The Course labeled "*EHS–New Employee Orientation*" is the required course and has 2 steps:

1. Review the EHS Orientation Slides
2. Pass the EHS Orientation Quiz

Optional Extra: Watch the Active Shooter Response video

Step 2: Complete the EHS Work Area Specific Orientation & Training Checklist (EHS Level 2 and 3 Training)

All new employees must meet with their manager to complete an area-specific checklist. One checklist is for **Office Areas** and one is for **Technical Areas**, which includes academic shops, labs, studios, and other non-office settings. Choose which checklist(s) make the most sense for your role here at SCU and fill it out. Once completed, it must be reviewed, signed, and kept on file by the manager.

Checklists may be found here: <https://university-operations.scu.edu/ehs/training/>

If you have any questions on the above process, please contact EHS at: ehs@scu.edu