EHS Work Area Specific Orientation
Checklist for Office Areas

EHS — ENVIRONMENT HEALTH & SAFETY — SANTA CLARA UNIVERSITY

Level 3
EHS Hazard Specific Training

Level 2
EHS Work Area Specific Orientation
- Office Areas
- Technical Areas

Level 1
EHS Employee Orientation
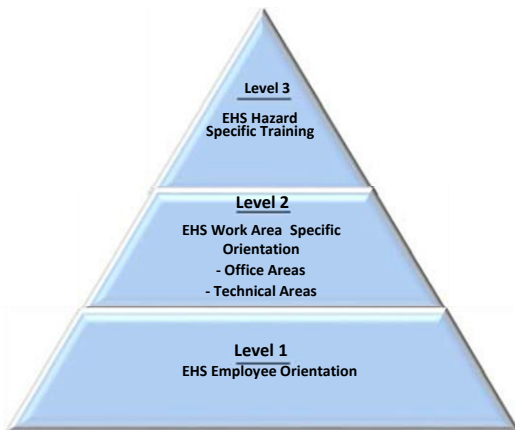
Employee Name:	
Employee ID Number:	
Job Title:	
Department Name:	
Employee Signature:	
Date Completed:	
Supervisor Name:	
Supervisor Signature:	

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 are to sign-off on this form when it is complete and retain on file.**

Questions: Contact EHS Staff, Mary-J Thompson, mthompson2@scu.edu, or Yizheng Tan, ytan1@scu.edu for Labs.

SCU Emergency Procedures and Safe Work Practices

Required Knowledge Areas	Yes	New Employee Responsibilities
New Employee EHS Orientation		Complete the "**New Employee EHS Orientation**" or the "**New Student Employee EHS Orientation**" course, whichever applies. Contact EHS at ehs@scu.edu to gain access to our online training program if you do not take the in-person or Zoom 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 the building emergency evacuation map (found in hallways/corridors). Verify locations of exits and the evacuation routes (at least two) you could take in an emergency. Locate the building **Evacuation Assembly Point**. (Emergency Planning Website: Emergency Assembly Points Map)
Emergency Procedures		Review SCU Emergency Procedures to understand how to respond during an emergencies; fire, earthquake, lock-down, etc. (Emergency Planning Website: Emergency Procedures)
Emergency Equipment/Alarms		Locate your nearest fire extinguisher, fire alarm pull station, lock-down enabled door, automatic external defibrillator. (AED) (Map)
Faculty/Staff Ergonomic Setup		Complete the Ergonomic Workstation Self Evaluation Checklist if you work at a computer station for more that 2 hours daily. (EHS Website: Ergonomic Self Assessment Checklist)
Waste Diversion		Ensure that you have a desk-side recycling/waste container set. Review SCU waste diversion instructions at: https://www.scu.edu/sustainability/operations/waste/
Cart/Vehicle Use		Use of SCU carts or vehicles requires training and driver review. Notify Risk Management. Sign up to begin the process, please go to https://learn.ue.org/XI6HD889778/SantaClaraDrivers

☐ *Verify your contact information on BRONCO ALERT, check the SCU portal.*
For those working in technical areas, complete the **EHS Work Area Specific Orientation and Training Checklist**