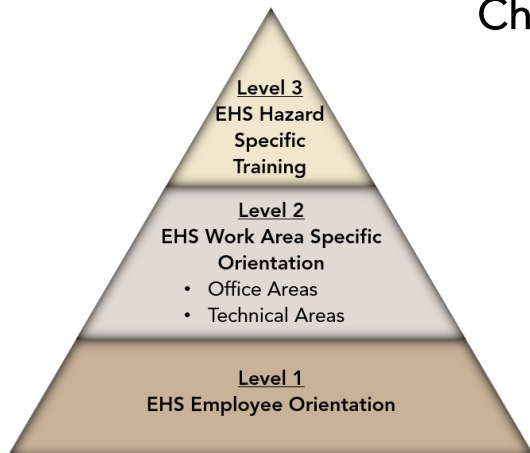


EHS Work Area Specific Orientation Checklist for Office Areas



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.

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/Shop Manager, Department Chair, or 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 at ehs@scu.edu or visit the SCU EHS website: www.scu.edu/ehs

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 for access to our online training course if you are unable to attend 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, 408-554-4444 or 911 in the event of an emergency. Workplace injuries should be reported to the supervisor and Human Resources
Emergency Evacuations		Locate the building emergency evacuation map (found in hallways/corridors). Verify locations of exists and the evacuation routes (at least two) you could take in an emergency. Locate the building Emergency Assembly Point (Emergency Planning Website: Emergency Assembly Points Map)
Emergency Procedures		Review SCU Emergency Procedures to understand how to respond during an emergency: 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 than 2 hours daily (EHS Website: Ergonomic Self-Assessment Form)
Waste Diversion		Ensure that you have a desk-side recycling/waste container set. Review SCU waste diversion instructions (Center for Sustainability Website: Waste)
Cart/Vehicle Use		Use of SCU carts or vehicle requires training and driver review. (Risk Management Website: Vehicle Usage). Complete online and hands on training with supervisor

☐ 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](#)