EHS Work Area Specific Orientation
Checklist for Academic Shops, Labs, Studios, and other Technical 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*. If you work in a technical area such as a laboratory, shop, studio, etc., places where chemicals, equipment, or machinery area used, then review the Required Knowledge Areas that apply to your position.

Student Employees: **Complete this form with your Supervisor within a week of starting work**. Supervisors, if your student employee works in a technical area such as a laboratory, shop, studio, or places where chemicals or equipment are used, then review the Required Knowledge Areas that apply with your student.

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

These four items below apply to all SCU employees – review and check "Yes" when complete

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)

Review and check "Yes" to those hazard specific training topics that apply. Check "N/A" if topic is not applicable.

Required Knowledge Areas (if applicable)	Yes	N/A	EHS Work Area Hazard Specific Training (review all those that apply)
Laboratory Safety			Review the SCU Laboratory Safety Rules and any established department and lab specific safety practices for your laboratory (EHS Website: Laboratory Safety) Additionally, students, faculty, and staff working in labs require formal laboratory safety training: **Faculty and Staff** must receive this training in person – *contact EHS to request* **Students** can complete the lab safety course online in Camino that is applicable to the hazards of the lab – *contact your Lab Manager or EHS to enroll into the appropriate Camino course(s):* Chemistry and Biochemistry Lab Safety Biology and BioEngineering Lab Safety Dry Lab Safety Electrical Safety for Engineering Contact EHS or your Lab Manager if unsure of which course(s) that apply to your lab. Additional training may be required for certain hazardous activities in the lab (see other hazard categories below)
Shop Safety			Understand the access, training, and supervision required for working in your shop location
Emergency Equipment			Locate your area safety showers/eyewashes and understand their use and operation (rinse for a minimum of 15 minutes). Find the location of the nearest fire extinguishers, fire alarm pull stations, lockdown-enabled doors, and automatic external defibrillators (AED). Map
Personal Protective Equipment (PPE)			Ensure that you have received training on the use, care, and limits of personal protective equipment used in the area including PPE provisions for specific hazards.
Working Alone			Understand the specific rules for working alone. Student employees must have permission from their supervisor to work alone in a laboratory or shop and should not handle hazardous materials or equipment alone
Hazardous Materials Spills			Locate the nearest spill response supplies and equipment. Understand the spill response procedure for your area. Locate hazardous material spill buttons, if available. Understand the spill reporting procedures in your area
Fume Hoods & Biosafety Cabinets			Understand the proper use of laboratory chemical fume hoods and/or biosafety cabinets in your area.
Equipment/Tool Safety			Ensure that you have reviewed the operating instructions or have received training on safe operation of equipment and tools in your area, such as saws, drill presses, grinders, centrifuges, robots, etc.
Laser Safety			Ensure you have received training on safe operation of lasers. Review the operating instructions and safety precautions for the applicable laser
Safety Data Sheets and Chemical Inventory			Know how to obtain chemical information from Safety Data Sheets (SDS) and how to access SDSs online. Be aware of chemical ordering and inventory process/procedures in your area. (EHS Website: SDS)
Hazardous Materials			Review the safe use and storage procedures for your area such as secondary containment, labeling, segregation, handling, transporting, chemical ordering and inventory, etc. Identify any high-hazard chemicals and understand specific precautions necessary to work safely with them, including peroxide formers, pyrophorics, water reactives, explosives, corrosives, highly toxic chemicals, etc. (EHS Website: Chemical Safety)

Required Knowledge Areas (if applicable)	Yes	N/A	EHS Work Area Hazard Specific Training (review all those that apply)
Waste			Recognize the types of waste generated in the area (hazardous, biohazardous, sharps, radioactive, medical, universal, etc.). Understand the waste handling and disposal procedures for each, including waste streams and waste containers, labeling, storage requirements, etc. (EHS Website: Laboratory Waste)
Biosafety			Review and understand the biosafety procedures and requirements for those work with infectious agents or other biologically hazardous materials, including recombinant DNA, bloodborne pathogens, some tissue cultures, bacteria, viruses, etc. and/or handles animal as part of their duties. (EHS Website: Biosafety)
Bloodborne Pathogens			For those who may handle human blood, products derived from human blood, or other body fluids, review the bloodborne pathogens safety procedures specific to your work area, including PPE, controls, cleanup, waste, and exposure protocols. (EHS Website: Bloodborne Pathogens) *Additional EHS training required – contact EHS for training*
Radiation Safety			Review safe procedures for radioactive materials (sealed or unsealed) or radiation producing machines for those who handle radioactive materials or uses X-ray producing machines, receives radioactive shipment, performs maintenance in radiation labs. (EHS Website: Radiation Safety) *Additional EHS training may be required – contact EHS*
Compressed Gases/Cryogens			Review the safe use of compressed gases, cryogenic materials, and dry ice.
Electrical Safety			Understand electrical safe work procedures for those who work with high voltage electrical equipment and/or work on electrical circuits, or in electrical panels greater than or equal to 50 volts. *Additional training may be required – contact EHS*
Fall Protection			Review the requirements and restrictions for working at heights, utilizing ladders, aerial lifts or fall protection equipment. *Additional EHS training may be required – contact EHS*
Hot Work			Ensure you understand the requirements for working with tools that can create a fire danger such as welding, cutting, or brazing in designated hot work approved areas or provisions for doing hot work outside of a designated hot work area. *Contact Lab Manager or EHS for training*
Power Lift Equipment			Know the requirement and restrictions to operate a powered lift equipment such as forklift, pallet jack, scissor lift, genie lift *Additional EHS training may be required – contact EHS*
Heat Stress			Review heat illness prevention work practices when routinely working outdoors in areas where temperatures can exceed 80 degrees F, or working indoors where temperature can exceed 87 degrees F *Contact EHS for training*
Other (indicate other training that should be documented)			Add brief description of training
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Supervisors should maintain a signed copy on file