Supervisor's Safety Orientation Checklist General

Risk Management and Environmental Health & Safety **California State University, Los Angeles**

The supervisor and the employee should meet to discuss items 1 through 4 on the first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University's Safety Programs and their appendices by directing them to the RMEHS website or contacting the RMEHS Office located in Corporation Yard 244, at (323) 343-3531.

DATE:

EMPLOYEE NAME (PRINT):

Check when discussed *(Line through if not applicable)*

Employees shall be informed of the requirements of this checklist:

1. Work Area Safety Orientation:
   - ❑ Reporting an unsafe condition.
   - ❑ Location/access to Safety Data Sheets (SDSs) for hazardous substances:
   - ❑ Location of Injury /Illness Prevention Program (IIPP):
   - ❑ Location & identity of hazardous materials.
   - ❑ Presence of physical or chemical hazards in the workarea, specific to their job function.
   - ❑ Appropriate and safe work practices for the job. (e.g. Employee Handbook, Ergonomics)
   - ❑ Labeling, signs, warning placards or other communication methods for identifying hazards in theworkplace.
   - ❑ Off-hour emergency contacts/protocols.
   - ❑ Understanding that no employee shall ever work in anassignment/job that he/she feels is unsafe. Or that requires additional direction to do safely.
   - ❑ CSU Learn (On-line) Trainings (e.g. IIPP, COVID-19, Slips, Trips, & Falls)

2. Personal Protective Equipment (PPE):
   - ❑ Location, selection and use of PPE for the work assignment/task/job function.

3. Emergency Procedures:
   - ❑ Identification of emergency preparedness procedures including primary/secondary evacuation routes, exterior assemblyareas and location of all area emergency equipment.
   - ❑ Location of continuous monitoring devices or alarms.
   - ❑ Contact information to report an emergency.
   - ❑ Review of University Emergency Action Plan:
   - ❑ Emergency shutdown procedures for equipment

4. Communication:
   - ❑ Location of employee safety board (HRM Lobby and RMEH&S Hallway)

We agree that the checked items have been discussed.
This form will be used to establish a basis for probationary appraisals.

EMPLOYEE'S SIGNATURE DEPARTMENT DATE

DEAN / CHAIR / SUPERVISOR'S SIGNATURE DATE