

New Employee Safety Orientation Checklist

Employee Name: _____ Cornell ID #: _____

Department: _____ Position: _____ Supervisor: _____

As part of the department's effort to increase awareness of safety, health and environmental issues, the supervisor or other department representative will discuss as many of the following issues as may be applicable.

Training

Discussed	N/A	
_____	_____	Hazard Communication (non-laboratory employees) Contact: EHS, https://ehs.cornell.edu/ , 5-8200 or your department safety representative (DSR)
_____	_____	Laboratory Safety (required training for faculty, staff, graduate, and undergraduate students who work in laboratories) Contact: EHS, https://ehs.cornell.edu/ , 5-8200 or DSR
_____	_____	Safety for Administrative and Office Professionals Contact: EHS, https://ehs.cornell.edu/ , 5-8200 or DSR
_____	_____	Worker Protection Standard (any employee who works with plants that may be treated with pesticides, unless s/he is a certified pesticide applicator) Contact: CALS Occupational and Environmental Health; http://oeh.cals.cornell.edu , 5-0485; eh22@cornell.edu
_____	_____	Pesticide applicator certification, as required by the University Environment, Health & Safety Policy 8.6, http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/riskandsafety/environment.cfm (any employee who works with pesticides, except for laboratory-scale experiments with pesticides) Contact: CALS Occupational and Environmental Health; http://oeh.cals.cornell.edu , 5-0485; eh22@cornell.edu
_____	_____	Bloodborne Pathogen training (laboratory employees working with human infectious agents/pathogens) Contact: EHS Stephanie Mattoon; 342-1388; sem336@cornell.edu
_____	_____	Radiation Safety training (any employee who uses radioactive materials, including generally licensed and exempt quantity material) Contact: EHS Kevin Fitch; 227-9559; kjf4@cornell.edu

Resources

Discussed

_____ Availability of the University Environment, Health and Safety Policy 8.6
[<https://www.dfa.cornell.edu/fools-library/policies/environment-health-and-safety>]

Policy Statement: Cornell University expects all employees and members of the campus community to comply with environmental, health, and safety laws and regulations. The Department of Environment, Health and Safety (EHS) maintains the programs and procedures that allow the university to uphold the highest standard of excellence in environmental, health, and safety stewardship.

_____ Department of Environment, Health and Safety; 5-8200; <http://www.ehs.cornell.edu>

_____ CALS Occupational and Environmental Health Program; 5-0485; <http://oeh.cals.cornell.edu>

_____ Safety reference section in department/laboratory; Location: _____

_____ Safety reference section in Mann Library

_____ Emergency Response Guide (the red "flipchart")

Emergency Response Procedures

Discussed

_____ All injuries must be reported to the supervisor immediately.

_____ An emergency must be reported as soon as it is identified.

CALL 911 to preserve life or property; otherwise CALL 5-1111

_____ You should notify your unit emergency coordinator if you have a disability that may require assistance during a building evacuation. You may provide this notification at any time, and it will be kept confidential.

_____ In the event of a building evacuation, employees must use proper evacuation procedures: close doors & windows, do not use elevators, use an appropriate route of evacuation, i.e., exit via closest stairwell and avoid going through fire doors unless they are the only means of egress.

Emergency Equipment

The employee has been shown the following items, especially those items located nearest to the workstation, and has been given instructions for use:

Discussed

- _____ Emergency exit maps and emergency routes
- _____ Fire alarm
- _____ Fire extinguishers (only to be used by employees with proper training)
- _____ Spill control materials
- _____ First aid kits
- _____ Safety showers/eyewashes

General Procedures

Discussed

N/A

- _____ _____ Employee must have access to Safety Data Sheets (SDSs) for chemicals to which s/he may be exposed; SDSs are located: _____
- _____ _____ Any employee performing a hazardous process or conducting a procedure involving a highly toxic material, reproductive toxin or carcinogen should have access to a Standard Operating Procedure (SOP) for that process.
- _____ _____ Employee must receive directions for operating equipment (office, laboratory, shop, farm, greenhouse, and other equipment, as applicable); employee must not operate equipment or handle materials with which s/he is unfamiliar without proper training and approval.
- _____ _____ Employee must report unsafe conditions to the supervisor.
- _____ _____ Wherever a hazard exists that cannot be eliminated, an employee must use proper personal protective equipment (PPE), including but not limited to safety glasses, goggles, gloves, lab coats, respirators, etc.
- _____ _____ Employee is responsible for proper care and storage of PPE, as demonstrated by the supervisor.
- _____ _____ Employee must use proper lifting procedures (using the legs and keeping the back straight) and must be aware of proper workstation ergonomics.
- _____ _____ Employee must follow proper procedures for disposal of chemical waste, regulated medical waste, biological waste, and radioactive waste.
- _____ _____ Employee must follow department procedures for working alone/off-hours (i.e., nights, weekends, holidays).
- _____ _____ Employee must understand the value of an orderly work environment: keep workstations clean; promptly clean spills; keep records as required; label all chemicals.

If the employee has any further questions about safety or health issues, the employee should first discuss these questions with the department safety representative, _____. Further questions can be directed to Eric Harrington, Director for Occupational and Environmental Health in CALS (5-0485 or eh22@cornell.edu) or the Department of Environment, Health and Safety (5-8200).

Acknowledgement

I have had the opportunity to ask my supervisor questions concerning my safety in the workplace and all the above topics have been explained to my satisfaction. Signed, Employee: _____

I have answered all questions on the above topics to the best of my ability and I have returned a copy of this form to the department administrative office.

Signed, Supervisor or Dept. Representative: _____ Date: _____