ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY

NEW EMPLOYEE SAFETY ORIENTATION & TRAINING CHECKLIST

Part-Time Employees: Supervisor, Office Supervisor and/or Safety Committee Coordinator to review the A.S. Safety web page, along with this form with new hires. Forward to Payroll for further processing and training assignments within one week of new start date.

Full-Time Employees: Human Resources will review with new hires. Supervisor, Office Supervisor and/or Safety Committee Coordinator then review the department specific items with the new hire. Completed form sent to HR department for further processing and training assignments within one week of new hire start date.

Employee Name: _____ Job Title: _____

Email: _____ RED ID#: _____

Supervisor's Name: _____ Department: _____

INJURY & ILLNESS PREVENTION PROGRAM
- ☐ Location of Injury & Illness Prevention Program (IIPP)
- ☐ Location of Workplace Violence Plan & Reporting Form
- ☐ Code of Safe Practices
- ☐ Safety Committee — Area coordinator, roles, responsibilities
- ☐ Discussed "How to Report Unsafe Work Conditions" Form
- ☐ SDS Data Sheets and Information
- ☐ Chemical Safety & Personal Protective Equipment
- ☐ Reporting of Work-Related Injuries
- ☐ Documenting Non-Employee Injuries
- ☐ Documenting Incidents and/or Property Damage
- ☐ COVID-19 Safety Training

GENERAL SAFETY INFORMATION
- ☐ Location of Safety Postings
- ☐ Location of Automatic External Defibrillator (A.E.D.)
- ☐ Ergonomic Work Station
- ☐ Discuss Departmental Uniform & Attire Guidelines

☐ Driving Safety *(if applicable)*
 — Enroll in DMV Pull Program
   ☐ Yes ☐ No
- ☐ Must complete Operating of Vehicles for A.S. Business Form

FIRE SAFETY, EMERGENCY & DISASTER PREPAREDNESS
- ☐ Designated Evacuation Assembly Points
- ☐ Emergency Action Plan
- ☐ Emergency Escape Routes
- ☐ List of Emergency Phone Numbers
- ☐ Types of Fires
- ☐ Types of Fire Extinguishers
- ☐ Location of Fire Alarms
- ☐ Locations and Use of Fire Extinguishers

ACTIVE SHOOTER RESPONSE
- ☐ Watch Active Shooter Response Video
- ☐ Sign Up for Safe App
- ☐ Review "Run, Hide, Fight" Departmental Protocol

CERTIFICATIONS REQUIRED*
(if applicable)
- ☐ Fire Extinguisher
- ☐ CPR
- ☐ First Aid
- ☐ Automatic External Defibrillator
- ☐ Department of Boating & Waterways
- ☐ _____

MANDATORY TRAININGS*
(Training modules to be assigned by area department and/or HR department based on items marked below.)
- ☐ Sexual Harassment Prevention (Supervisors only)
- ☐ Sexual Harassment Prevention (Non Supervisors)
- ☐ Workplace Violence Prevention Training
- ☐ Gender Awareness
- ☐ Opioid Awareness Training (Full Time)
- ☐ Computer Security Awareness
- ☐ Defensive Driving
- ☐ Golf Cart
- ☐ Bloodborne Pathogen
- ☐ Ladder
- ☐ Proper Lifting
- ☐ _____
- ☐ _____
- ☐ _____

Employee Signature: _____ Date: _____

Trainer/Supervisor Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

*Copies of certifications and final completed training checklist must be sent to the HR department.