

## MANAGER'S DEPARTMENTAL CHECKLIST FOR EMPLOYEE SAFETY TRAINING

This form must be completed and reviewed with **all** new employees by their manager on the first day of work, prior to the commencement of work activities. A new employee is an employee who is a new hire, transfer into a department from within the University, graduate, post doctoral, or other student.

This form must be signed by the supervisor and the employee or student and returned to the department secretary immediately after completion. In addition, please provide one copy of this form to the employee or student and retain one copy for your files.

Use the Safety Plan and the Safety and Health Manual as the basis for your discussion. After each element has been discussed and understood by the new employee, check the corresponding block on this form. Questions can be referred to the Environmental Health and Safety Center. General Hazard Communication training (covering information not included in this checklist) will be conducted by Environmental Health and Safety (EH&S) for all new employees that pass through the University Human Resources (HR) Department New Employee Orientation (NEO). If your new employee has not attended the HR NEO, please contact EH&S (515-6870) to schedule this training.

The following information must be covered with all new employees by their supervisor. Use the brief attached training guide to assist you with this training, then check the box

- Reporting procedures for medical, fire, or safety emergencies
- Accident reporting procedures
- Building alarms, employee response to alarms, fire extinguishers, evacuation procedures
- General Hazard Communication
- Ergonomics and safe work procedures (proper lifting, office equipment adjustment, two-person operations, etc)
- Lockout / Tagout / Electrical Safety

For persons who work with or rearound chemicals, biological hazards (including animal handlers), or hazardous equipment the supervisor must also cover the following items, then check the box.

- General Hazard Communication and Chemical Hygiene Plan Training Requirements
- Identification of hazardous materials in work area and operations in which they are present
- Potential emergencies specific to work area, alarms, and response to alarms
- Personal protective equipment to be used in the work area
- Response procedures for unknown materials (unlabeled pipes, spills, etc.)
- Hazardous equipment in employee's work area and associated engineering controls and training requirements
- Bloodborne Pathogens
- Additional requirements for specific chemical, physical (radiation/laser), biological, or equipment hazards
- Required medical surveillance for chemical, radiation, noise, respirator, and animal contact

The items checked above have been explained by my manager and I understand this information.

Employee/Student (print) \_\_\_\_\_ (Sign) \_\_\_\_\_

I have met with this employee/student and discussed this information with him/her.

Manager Name (print) \_\_\_\_\_ (Sign) \_\_\_\_\_

**Return Original to Departmental Personnel Representative or Secretary  
Manager and Employee Retain a Copy**

## MANAGER'S EMPLOYEE TRAINING GUIDE

### Cross-reference to Manager's/Departmental Checklist for Employee Safety Training

The purpose of this guide is to assist managers in completing the Manager's/Departmental Checklist for Employee Safety Training. You are required to have a lab safety plan for your area if you use chemicals, lasers, radioactive materials, or have other physical hazards in your work area. If you have a safety plan you can use it to provide this training. You should open and refer to the NC State Health and Safety Manual at <http://www2.ncsu.edu/ehs/www99/index.html> for this review.

### Reporting of Medical, Fire, or Safety Emergencies

Remind new employee how to report a medical, fire, or safety emergency (dial 5-3333). If your building has manual fire alarm pull stations, please indicate under which circumstances (visible smoke, fire, gas leak) the employee should pull the alarm.

### Accident Reporting Procedures

**This is a very important section. Please refer to the Occupational Accidents, Illnesses, and Reports section in the NC State Health and Safety Manual for this discussion. This section will indicate the locations where medical care is provided to injured employees.** Emergency assistance must be requested by calling 515-3333. All non-emergency injuries and incidents, including incidents that could have hurt someone (near miss) must be reported to your supervisor and to 515-3000, to facilitate prompt investigation.

### Basic Building Alarms, Employee Response to Alarms, Evacuation Procedures and Fire Extinguisher Use.

Review the various building alarms for your building with the employee. Describe the sound of the alarm, actions to be taken when an alarm sounds, evacuation routes, and assembly locations outside of your building. Walk employee through primary and secondary emergency exit routes for his/her employees. **Inform the employee that if they have a disability or condition, now or in the future, whether temporary or permanent, that they feel may hamper their ability to exit a building safely, they can confidentially contact the NC State Fire Marshall to develop an individualized evacuation plan.** If the employee has been trained on the use of fire extinguishers (they should not fight fires unless they have been trained) identify fire extinguisher locations and type of fire to be used on, If employee has not been trained, they should be instructed to evacuate the building after reporting the fire as noted above, and time permitting, from a safe location.

### **General Hazard Communication and Chemical Hygiene Plan Training Requirements**

If your employee has not attended the new employee safety orientation at the Environmental Health and Safety Center, you must contact EH&S to determine the next Hazard Communication training course and have the employee attend. Since employees may change work locations repeatedly during throughout their employment with the university, this training is required for all incoming employees, regardless of chemical use status. See further requirements listed below if the employee will work with or around chemicals.

**Lockout / Tagout / Electrical Safety :** All employees need to know the following:

1. If the employee finds a tag attached to an electrical disconnect or switch, **do not** turn power on. The tag indicates that maintenance is being performed on connected equipment and severe shock or electrocution could result if energized.
2. Employees who service and/or maintain equipment (and may need to perform lockout / tagout) or work in an area where lockout / tagout is routinely performed, will also need additional training. See this section of the EHSC home page for further information if applicable.
- 9 Employees who will be troubleshooting / servicing electrical equipment may need additional training. See this section of the EHSC home page for further information.

### **Ergonomics and Safety Work Procedures (proper lifting, office equipment setup and adjustments, two-person operations, etc)**

The office and lab furniture, including the computer workstation, must be individually adjusted to keep proper body positioning to avoid fatigue/injury. Employees should receive training on proper lifting technique, with emphasis on tasks requiring multiple employees for safe lifts. Other procedures (high hazard, heavy handling or remote operations) where working alone should be avoided should be reviewed with the employee. See the Ergonomics section of the health and safety manual for guidelines on proper workstation design.

**This section applies to persons working with or around hazardous chemicals, radiation sources, biological materials, or hazardous equipment. Use your lab safety plan as a reference.**

### **General Hazard Communication and Chemical Hygiene Plan Training Requirements**

**Identification of Hazardous Materials in Work Area and Operations in which they are present**

**Potential emergencies specific to the work area, alarms, and response to alarms**

**Personal protective equipment to be used in the work area**

**Response procedures for unknown materials (unlabeled pipes, spills, etc)**

Persons who will use chemicals or routinely access an area where chemicals are used require training. This training consists of general and work area specific training. **Work area specific** training must be conducted annually by the supervisor/PI. Your lab safety plan, which should contain all appropriate information, should be used for this training. Please make sure to adequately cover each of the items listed above as they apply to your work area. Please be specific. For example, if you have a gas detection system in your work area, describe the monitoring point locations, the sound(s) of the alarm system and actions to be taken. **General training** is conveyed to employees by the Environmental Health and Safety Center (EHSC) as part of New Employee Safety Orientation for employees who pass through the University Human Resources Department during hire. It is also conveyed to employees through the EHSC at Hazard Communication classes (see the training schedule for this class in the EHSC home page). Schedule temporary employees for the Hazard Communication class if they will be with the University for more than one month. For employees who will have a shorter employment duration with the University, the following information should be conveyed to the employee in addition to that listed above:

1. How MSDS are made available to employees in your work area
2. A caution to avoid removal or defacing of labels on chemical containers.
3. Assure they are trained with the contents of your lab safety plan.
4. How to read an MSDS (see glossary of MSDS terms in the MSDS section of the EH&S home page).

## **Hazardous Equipment in the Employee's Work Area and Associated Engineering Controls and Training Needed**

Consider any hazardous equipment in the employee's work area. Indicate any restrictions on normal use and maintenance, convey any applicable training requirements for normal use and maintenance, and describe the primary hazards (e.g high voltage, high temperature, high pressure, etc.) Review any indicators of a hazardous condition such as warning lights or alarms. Review the engineering controls in place and any periodic testing or maintenance required. Review and provide a copy of any standard operating procedures. Depending on the nature of the equipment, it may be advisable to have an experienced employee review the equipment and standard operating procedures with the new employee.

## **Bloodborne Pathogens**

This training is required for persons who may be exposed to body fluids (e.g nurses, Public Safety, lab workers handling human blood, tissue, and cell cultures). See this section of the EHSC home page for further information

## **Additional Requirements for Specific Chemical, Physical (radiation/lasers), Biological Hazards, or Hazardous Equipment**

Use this opportunity to review any additional procedures or requirements for your work area. Items you feel are important to cover should also be included in your written safety plan. Special training and work practices and procedures are required by law prior to use of certain materials and equipment. Please see the NCSU Environmental Health and Safety home page for further details on these requirements.

## **Required Medical Surveillance for Chemical work, Radiation work, Noise Exposure, Respirator Use, and Animal Contact**

If any of these may apply to your new employee, medical surveillance may be required. Review the Medical Surveillance section and the Radiation Safety Manual of the EH&S home page to determine whether your employee will need medical surveillance.