

# General Safety Program & Responsibilities – Form 1: New Employee Department Safety Checklist

Instructions: Managers should review each topic with their new employee to determine applicability and indicate with employee initials that a topic has been reviewed. Once completed, the checklist should be kept in department files for 3 years.

Employee Name (print): \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
 Department: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Supervisor/Manager Name: \_\_\_\_\_

*Note: Information in parentheses denotes applicable Health & Safety Manual (H&SM) chapter or curriculum/event title in MyCareer@PCC.*

Onboarding Topics Reviewed		Reviewed			Notes/References
		Yes	No	N/A	
<b>1. DEPARTMENT SAFETY AND HEALTH TOPICS: Employee understands/Manager reviewed:</b>					
a.	The department's chemical use, inventory, and storage requirements as referenced in the Hazard Communication Plan				(ref. H&SM Ch 8) Hazard Communication Training
b.	The department's regulated waste streams and waste storage locations				(ref. H&SM Ch 21) Regulated Waste Program Training
c.	Applicable safe lifting and material handling guidance				
d.	Applicable guidance on prevention of slips, trips, and falls				
e.	The requirement to complete <i>Management Resources for EH&amp;S Compliance</i> curriculum ( <b>new managers only</b> )				
f.	The process and requirement for investigating employee injuries, illnesses, and near-misses ( <b>new managers only</b> )				(ref. H&SM Ch 2) Online Accident Investigation Training
<b>2. SPECIALIZED SAFETY TOPICS: Manager has communicated future training requirements applicable to job description for employees:</b>					
a.	Having occupational exposure to blood or body fluids in the performance of their duties				(ref. H&SM Ch 4) Online Bloodborne Pathogens Training
b.	Entering permit required confined space and/or the Sylvania tunnel system				(ref. H&SM Ch 5) Confined Space Entry
c.	Performing electrical work, e.g., installation, repair, maintenance, etc.				(ref. H&SM Ch 6)
d.	Required to respond to spills of hazardous substances				(ref. H&SM Ch 7) Hazardous Material Emergency Response
e.	Working in a science laboratory				(ref. H&SM Ch 9)
f.	Working with hazardous energy sources during repair, service, or maintenance operations aka Lockout Tagout				(ref. H&SM Ch 10) Control of Hazardous Energy and Lockout/Tagout
g.	Potentially exposed to hazardous building materials e.g., asbestos, lead, silica, etc.				(ref. H&SM Ch 13) Asbestos Awareness Training
h.	Required to perform hot work (i.e. generation of heat, sparks, or flame)				(ref. H&SM Ch 16) Hot Work
i.	Required to operate forklifts, utility carts, scissor lifts, and/or other specialty vehicles				(ref. H&SM Ch 14) Scissor Lifts and Mobile Platforms, Utility Vehicle Training, Powered Industrial Trucks - Forklifts (New PCC Drivers), Powered Industrial Trucks - Forklift Inspection, Demonstration & Practical
j.	Expected to oversee contractors, vendors, and service personnel on PCC property				(ref. H&SM Ch 18) Online Contract Hazard Notification Training
k.	Expected to work at heights e.g., roof tops, ladders, unguarded edges				(ref. H&SM Ch 20) Fall Protection Training
l.	Required to operate cranes, hoist, or slings				(ref. H&SM Ch 23) Cranes, Hoists & Slings
m.	Required to work at apparent temperatures of 80 degrees F or higher indoors or outdoors				(ref. H&SM Ch 24) Employee Training for Heat Illness Prevention, Manager Training for Heat Illness Prevention

n.	Required to work outdoors while potentially exposed to wildfire smoke				(ref. H&SM Ch 25) Wildfire Smoke Protection Plan
o.	Required to erect or use scaffolding				(ref. H&SM Ch 26) Scaffold Safety
p.	Required to work with, or in proximity to, compressed gas cylinders				(ref. H&SM Ch 27) Compressed Gas Safety Training
q.	Required to fuel PCC fleet vehicles or equipment				DEQ UST Class C Operator Training
r.	Working in departments or programs with industry specific standards or requirements				
<b>3. EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT (PPE): Manager reviewed the department PPE Assessment Form and provided required PPE as listed below:</b>					
	Will personal protective equipment be required?				If yes, complete section 4 for each category of PPE. If no, move to section 5.
a.	Head				(ref. HS&M Ch 12) Online Personal Protective Equipment Training
b.	Face/Eye				
c.	Body				
d.	Hand				
e.	Foot				
f.	Hearing protection				(ref. H&SM Ch 11) Noise & Hearing Conservation
g.	Fall protection				(ref. H&SM Ch 20) Fall Protection Training
h.	Respiratory protection				(ref. H&SM Ch 17) Respiratory Protection
<b>4. SPECIALIZED EMERGENCY PROCEDURES, EQUIPMENT, AND RESOURCE LOCATIONS: Employee understands/Manager reviewed:</b>					
a.	Department and site-specific emergency procedures				
b.	Location & use of fire alarm pull stations				
c.	Location & use of fire extinguishers				
d.	Building egress & safe assembly areas				
e.	Location of automated external defibrillator (AED)				
f.	Location of 1st aid kit				
g.	Location & use of emergency gas shutoffs (if applicable)				
h.	Location & use of emergency washing equipment (drench hose, eyewash, shower - if applicable)				
i.	Location & use of spill kits for hazardous chemicals (if applicable)				