

# Supervisor's Safety Orientation Checklist General

Environmental, Health & Safety

California State University, Los Angeles

<p>The supervisor and the employee should meet to discuss items 1 through 4 on the employee's first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University's Hazard Communication Program and its appendices by directing them to the following website address: <a href="http://www.calstatela.edu/univ/ehs/msds.php">http://www.calstatela.edu/univ/ehs/msds.php</a> or by contacting the EHS Office, in Administration 301, at (323) 343-3527, or (323) 343-3531.</p>	<p>MAILED BY:</p> <hr/> <p>DATE:</p> <hr/> <p>EMPLOYEE NAME (PRINT):</p>
---	--

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

<p>Employees shall be informed of all applicable requirements of this checklist:</p> <p><b>1. Work Area Safety Orientation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to report an unsafe condition.</li> <li><input type="checkbox"/> Location of University Hazard Communication Program.             <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="http://www.calstatela.edu/univ/ehs/msds.php">http://www.calstatela.edu/univ/ehs/msds.php</a></li> </ul> </li> <li><input type="checkbox"/> Location/access to Material Safety Data Sheets (MSDSs) for hazardous substances.             <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="http://www.calstatela.edu/univ/ehs/msds.htm">http://www.calstatela.edu/univ/ehs/msds.htm</a></li> </ul> </li> <li><input type="checkbox"/> Location of Cal/OSHA Hazard Communication Standard:             <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="http://www.dir.ca.gov/Title8/5194.html">http://www.dir.ca.gov/Title8/5194.html</a></li> <li><input type="checkbox"/> Contact EHS extension 3-3531.</li> </ul> </li> <li><input type="checkbox"/> Location &amp; identity of hazardous materials.</li> <li><input type="checkbox"/> Presence of physical or chemical hazards related to hazardous substances in the work area.</li> <li><input type="checkbox"/> Appropriate and safe work practices.</li> <li><input type="checkbox"/> Labeling, signs, warning placards or other communication methods for identifying hazards in the workplace.</li> <li><input type="checkbox"/> Off-hour emergency contacts/protocols.</li> </ul>	<p><b>2. Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location, selection and use of PPE for the work assignment/task.</li> </ul> <p><b>3. Emergency Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identification of emergency preparedness procedures including area marshals, muster location, evacuation routes, and location of all area emergency equipment.</li> <li><input type="checkbox"/> Location of continuous monitoring devices or alarms.</li> <li><input type="checkbox"/> Contact information to report an emergency.</li> <li><input type="checkbox"/> Review of University emergency action plan at: <a href="http://www.calstatela.edu/univ/police/emergency.php">http://www.calstatela.edu/univ/police/emergency.php</a></li> <li><input type="checkbox"/> Emergency shutdown procedures for equipment.</li> </ul> <p><b>4. Communication</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of employee message board (HRM Lobby).</li> </ul>	
<p><b>We agree that the checked items have been discussed.</b>  <b>This form will be used to establish a basis for probationary appraisals.</b></p>		
<p>EMPLOYEE'S SIGNATURE</p>	<p>DEPARTMENT</p>	<p>DATE</p>
<p>DEAN / CHAIR / SUPERVISOR'S SIGNATURE</p>		<p>DATE</p>