NEW EMPLOYEE SAFETY ORIENTATION TRAINING GUIDE

A supplemental training guide to the *New Employee Safety Orientation Training Checklist*

The Injury & Illness Prevention Program (IIPP)

- **Discussed "Report of Unsafe Condition or Hazard" Form**
  This form shall be made available to all employees. Employees may submit the form anonymously to their supervisor or through the AS Business Office to report an unsafe condition or hazard. The form can be found under A.S. Administrative "General Use" forms section on the A.S. website.

- **Employee has received "Code of Safe Practices" and forwarded signed acknowledgement to Payroll**
  As new employees are hired, the supervisor must review the "Code of Safe Practice" and document that it has been reviewed. The documentation must include the employee's name, signature, date of the review and must also be signed and dated by the supervisor who conducted the review. All documentation must be submitted to the Business Office for placement in the employee's personnel file.

- **Informed of the duties and responsibilities of Safety Officers, Safety Committees, Management and Employees**
  All employees must be aware of who their Area Safety Supervisor is, along with the duties and responsibilities of the Safety Committee and all employees.

- **Material Safety Data Sheets (MSDS) 800-451-8346**
  Material Safety Data Sheets must be readily available and accessible at all times to all employees in the workplace for review during each work shift. MSDS Posters and phone sticker displaying the phone number to obtain MSDS through 3E Company must be clearly displayed in each area.

- **Chemical Safety / Personal Protective Equipment (P.P.E.)**
  Supervisors should train the employees on how to handle chemicals, if needed, and/or how to use personal protective equipment if required as part of the employee's job responsibilities.

- **Location of Safety Manual (Injury & Illness Prevention Plan)**
  All employees must know where the Safety Manual/IIPP for their work area is located.

- **Reporting of Work-Related Injuries (3-Step Process)**
  When an injury has occurred on work premises, the employee(s) are required to report the injury and the incident surrounding the injury to the injured employee's supervisor.

  The 3-Step Process to handling Work Related Injuries:
  Step 1: Complete the two required forms.
  Step 2: Send the employee to the pre-designated facility after completing the appropriate forms.

Step 3: Contact the Business Services Manager (x43243) immediately to report the injury.
Step 4: Review the Early Return to Work Program

Fire Safety, Emergency & Disaster Preparedness

- **Designated Evacuation Assembly Points**
  All employees must know where their area's designated Evacuation Assembly Point is located. When an emergency occurs, the employees should assemble at this area.

- **Emergency Action Plans**
  If an emergency should occur, certain procedures are placed into action. Every employee should know and follow these procedures in the event of an emergency.

- **Emergency Escape Routes**
  All employees must know which exits to take when an emergency arises. Employees should also know the alternative routes to safely exit in the event the primary escape route it blocked.

- **List of Emergency Phone Numbers**
  A list of emergency phone numbers shall always be available to all employees in case of an emergency. Employees should be made aware of the location of emergency numbers.

- **Types of Fires**
  All employees must be aware of the different types of fires that can occur in any setting. There are four basic types of fires: Class A – Wood, paper, trash, cloth; Class B – Flammable liquids, oil, gas, grease; Class C – Electrical, energized electrical equipment; Class D – Combustible metals.

- **Types of Fire Extinguishers**
  Fire extinguishers are divided into four categories, based on the different types of fires. **Water extinguishers** or APW extinguishers (air-pressurized water) are suitable for **class A fires only**. Never use a water extinguisher on grease fires, electrical fires, or class D fires – the flames will spread and make the fire bigger. **Dry chemical** extinguishers come in a variety of types and are suitable for a combination of **Class A, B, or C fires**.

Locations

- **Location of fire alarm**
  Employees should be familiar with the location of all fire alarms and fire alarm pull stations.

- **Location of Safety Postings**
  Supervisors must review the location of all safety postings with employees.

- **Locations and use of fire extinguishers**
  Employees should be aware of the location and types of fire extinguishers found in their work area.

- **Location of Automatic External Defibrillator (A.E.D.)**

Most A.S. facilities contain an automatic external defibrillator (A.E.D.). Employees should be familiar with their locations. A complete listing of A.E.D. locations on campus can be found at http://bfa.sdsu.edu/emergency/aed.htm.

- **Location of Natural Gas Shut-off**
  If employees are required to shut-off the supply of natural gas in their work area as part of their job responsibility, the supervisor should review the location of the natural gas shut-off valve.

Certifications (if applicable)

Supervisors must verify and review the employee's certification, if the certification is required.

- **Fire Extinguisher**
- **CPR**
- **Automatic External Defibrillator (A.E.D.)**
- **First Aid**

Ergonomics Program

- **Overview of RMIs (Repetitive Motion Injuries)**
  Repetitive motion injuries (RMI's) are a class of injuries that result from repeated motions performed in the course of normal work or daily activities. Reducing or stopping the motions that cause the symptoms is very important and can be done by taking breaks to give the affected areas time to rest, maintaining proper posture, adjusting workstations to comfortable levels, and adopting stretching and relaxation exercises.

- **Proper Lifting**
  Employees shall be trained in proper lifting techniques. The knees should be bent, arms extended, and back straight to constitute effective proper lifting. If an object is considered heavy, two employees instead of one should use proper lifting methods to move the object.

- **Safe Work Practices**
  Supervisors must train employees in the importance of safe work practices and review the "Code of Safe Practices"

- **Workstation Evaluation**
  Under California law, all employees are subject to a workstation evaluation. This evaluation is used to determine an employee's working environment, ergonomic awareness, and application of training knowledge. Contact your Office Supervisor to schedule the employee workstation evaluation.

Uniforms and Attire

- **Discuss appropriate attire**
  Supervisors must train employees on proper attire for the workplace and their specific position.

- **Discuss appropriate footwear**
  Supervisors must train employee on proper footwear in the workplace.

Other Required Training

- **Hazard Communication**
  Information about the hazards and use of chemicals should always be reviewed and implemented.

- **Bloodborne Program**
  If required as part of an employee's job responsibilities, the employee should be trained in bloodborne pathogens.

- **Ladder**
  If an employee is required to use a ladder as part of their job responsibility, the employee should be trained in the safe and proper use of such devices.

- **Hand Cart / Dolly**
  If hard carts or dolly's are present in an employee's work area, the employee should be trained in the safe and proper use of such devices.
- Heat Illness Program

additional training resources or assistance in conducting the new employee safety orientation training, please contact your Area Safety Supervisor:

Aztec Center:	D. Gene Gay
Campus Recreation:	Ron Cortell
Cox Arena & Open Air Theatre:	Adrian Munoz
The Daily Aztec:	Frankie Stahl
Mission Bay Aquatic Center:	Kevin Straw
SDSU Children's Center:	Jane-Ann Carroll