

**WSU LIBRARIES
EMPLOYEE SAFETY TRAINING & ORIENTATION CHECKLIST**

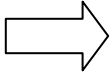
Employee Name: _____ Start Date: _____

Position Title: _____ Library Unit: _____

Safety Representative: _____

First Aid qualified coworkers: _____

Is this employee required to receive First Aid training? _____ YES _____ OPTIONAL



FOR EMERGENCY ASSISTANCE: DIAL 911

Location of Unit Health and Safety bulletin board: _____

Location of nearest pull station(s) for fire alarms: _____

Location of nearest First Aid kit(s): _____

Location of nearest fire extinguishers: _____

Location of nearest AED device: _____

Location of TWO emergency exits: _____

Evacuation gathering area and unit warden: _____

Other emergency equipment (flashlights, etc.): _____

Biohazard kit nearest location and use: _____

Bomb threat card/procedures: _____

Emergency Procedures Flip Chart – location and overview of contents: _____

Hazardous equipment, machinery, or chemicals: _____

Procedures for potentially dangerous or threatening persons: _____

Personal protective equipment: _____

Reporting accidents: _____

Reporting hazards: _____

I have instructed the employee on the above information.

Supervisor OR Designated Safety Representative Signature

Date

I have received orientation on the above information.

Employee's Signature

Date

Distribution:

Temporary/Hourly Employees:

Original to employee
Copy retained in departmental file

Staff/Faculty/Admin Prof Employees:

Original to employee
Copy retained in departmental file
Copy to Library Administrative Office