

New Employee Safety Orientation

New Employee/Visitor: _____ Email: _____

Supervisor: _____ Safety Committee Rep: _____

	COMPLETED	N/A
1. Safety Responsibility		
Employees are responsible for their own safety.		
Encourage employee to ask questions and challenge unsafe practices.		
Employees are responsible to view the New Hire Onboarding Safety Presentation in full. Have you viewed them yet?		
2. Emergency and Evacuation Procedures		
Dial 911 on a facility landline phone to report life threatening emergencies (medical, fire, etc.) UCAR Security will automatically be notified that an emergency call has been placed and will be able to help direct responders when they arrive. Please avoid using cellphones for emergency calls.		
If you use a cellphone for an emergency call (911), please notify Security at (303) 497-1139 so they can direct the responders and document the incident.		
Evacuation notice for fire is normally by automatic alarm, manual alarms are at building exits.		
Walk the employee through the proper egress routes, which are marked with exit signs.		
Show the employee the designated emergency egress assembly area for your group.		
3. Fire Extinguishers/First Aid		
Point out fire extinguisher and First Aid kit locations.		
Fire extinguishers should be used only by employees who have had UCAR training and only for small (wastebasket size or smaller) fires. Stress to employee that they should attend training and should never risk injury to fight a fire.		
4. Safety Equipment		
Contact HESS (all-hess@ucar.edu) to identify safety equipment that will be needed.		
Safety shoes can be obtained by going to Red Wing or Intermountain Safety Shoe Service. If required for your job, UCAR will pay up to \$175 every two years for safety shoes or boots.		
Safety glasses are obtained at Visions Optical. Employees provide a recent prescription when obtaining safety glasses. Contact HESS (all-hess@ucar.edu) for information.		
5. Reporting Work-related Accidents		
It is critical to report all employee and visitor work-related accidents and injuries to your supervisor and HESS (all-hess@ucar.edu).		
For employees, follow-up with Bob Wiley at x8554 about your work related accidents or injuries. He will file the first report of injury, which will open a workers compensation claim.		

		COMPLETED	N/A		
6. Building Inspections & General Housekeeping					
Encourage employee to keep a neat and tidy work area. Excess paper can become a fire hazard. Dirty dishes and improperly stored food can attract rodents and insects.					
Remind employee that boxes cannot be used for permanent storage and heavy boxes or items should not be stored above head. Additionally, stored materials should not be placed in hallways or block egress paths, fire extinguishers or other safety equipment.					
Remind employee of basic electrical safety practices. Extension cords are not for permanent use and any combination of power strips and extension cords plugged into each other is not allowed.					
7. Building Access					
Remind employee to ensure doors are closed and locked behind them and to NOT provide access to individuals who are not carrying a UCAR badge. Contact Stephanie Lutzinger at x8557 or Security at x1139 for more information.					
8. Job Specific Hazard Assessment					
Contact HESS (all-hess@ucar.edu) and Supervisor to discuss and sign up for OSHA specific training.					
9. Division Specific Concerns					
Other hazards in your work area that you might need to be aware of:					
Asbestos	Overhead hazards	Chemical use/storage	Forklift use	Limited Communication	Areas requiring PPE
Fall hazard	Lock out/Tag out	Machine Shops/Labs	High Noise	Temporary Construction	Areas requiring escort
Wildlife	Traffic/Vehicle use	Confined Spaces	Ergonomics		
10. Resources					
PHONE HOTLINE FOR UPDATES DURING EMERGENCIES: 303-497-1100 WEBSITE: https://staff.ucar.edu/for-staff/closure-emergency-information-staff					
HESS WEBSITE: https://www2.fin.ucar.edu/hess					
TRAVEL ADVISORIES WEBSITE: https://www2.fin.ucar.edu/fms/hess/travel-advisories					
ENS: Encourage employee to register for UCAR's emergency notification system, if they haven't already. Contact Stephanie Lutzinger x8557 for more information or visit https://staff.ucar.edu/for-staff/closure-emergency-information-staff/ucar-emergency-alerts-staff					
BUILDING SYSTEMS: Maintenance should perform all repairs, alteration and constructions to building. Call x1120 to obtain Maintenance support.					
Designated Smoking Area: http://www2.fin.ucar.edu/fms/hess/designated-smoking-areas					

Employee/Visitor Signature: _____ Date: _____