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## Western Washington University Safety Orientation Checklist

Position \_\_\_\_\_

Department: \_\_\_\_\_

This checklist is used to conduct safety orientations. The orientation program introduces faculty, staff, and student employees to Western Washington University's policies and procedures, and reinforces our commitment to employee health and safety.

- Safety Rules and Regulations. *Review content and location of Western Washington University's Safety Information Book, and how to report unsafe conditions and practices*
- Safety Committee. *Describe the organization and function of any internal safety committee, Central Health & Safety Committee, and the location of safety bulletin boards*
- Emergency Plans. *Provide fire and evacuation drill information, location of primary and alternate exits, general emergency response information, and locations, types, proper use of fire extinguishers and hazards of fighting incipient fires..*
- First Aid. *Provide the location of first aid kits, availability of First Aid/CPR trained individuals in the area, and procedure for requesting emergency medical aid transportation.*
- Workers' Compensation and Accident Reporting. *Explain the accident reporting policy and procedure, and present the Accidental Injury/Occupations Illness Report form.*
- Work Site Job Safety Tour. *Identify potential hazard areas, locate safety and emergency equipment, and describe the proper use and care of protective equipment*
- Specific Job Safety Practices (ADDITIONAL CHECKLIST ON THE BACK OF THIS PAGE) *Review job duties with emphasis on safety practices, preventive measures, and training requirements*

\_\_\_\_\_  
Supervisor's Name  
(Please Print)

\_\_\_\_\_  
Employee's Name  
(Please Print)      Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature      Date

**Your signature implies nothing more than that you, the employee, have received safety orientation and understand the safety rules that apply to your work site.**

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**Western Washington University**  
**Specific Job Safety Orientation**

- Motor Vehicle Safety. *Proper equipment maintenance, use of seat belts, vehicle fire extinguisher, and the Transportation Office's Operator's Checklist booklet*
- Hazard Communication. (Only for non-laboratory employees working with hazardous materials. *Chemical hazards employees work with, protective equipment, proper labeling of containers. MSDS location and how to read. Chemical waste.*
- Asbestos. *Medical monitoring, training, personal protective equipment, and protective work practices*
- Respirators. *Medical monitoring, training, fit test*
- Fall Protection. *Training equipment, notification system*
- Lockout/Tagout. *Energy Control Plan, training, locks, tags*
- Confined Space. *Training, equipment, ventilation, air monitoring, communication, permit*
- Bloodborne Pathogens. *Protective equipment, universal precautions, waste disposal*
- Laboratory Standard/Chemical Hygiene. *Written Chemical Hygiene Program, elements of the standard, medical evaluation, waste disposal availability, personal protective equipment, protective work practices*
- Trenching and Shoring. *Training, competent person*
- Hearing Conservation. *Training and baseline audiological test*
- Tuberculosis. *Training*
- Specialized Tools and Equipment

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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