

This form was developed by the Office of Environmental Health and Safety to assist departments, centers, and other operating units with acquainting new employees to UAH safety procedures and environmental management. Italicized items are reviewed on the OEHS PowerPoint presentation provided during the Human Resources Benefits Orientation provided to all new employees. All other information on this document should be reviewed with all new employees, including student employees and work study students, by their supervisor.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ A Number: \_\_\_\_\_

Topics 1-4 are contained in the Building Emergency Action Plans (BEAPs) for your department or building. Reviewing and providing the employee a copy of this plan during the orientation will meet the requirements of the first few items.

**1. Reporting Emergencies**

Tell and show the new employee(s) the police, medical, and fire emergency reporting number(s) for their work area.

*Emergency numbers should be posted near all telephones. Multicolored emergency guidebook is available for this.*

<b>Emergency</b>	<b>Police - Medical – Fire-HazMat</b>	<b>6911</b> (campus landline ) <b>or 911</b> (all other phones)
<b>Huntsville Police Dept.</b>	<b>Police – Medical</b>	<b>256-722-7100</b>
<b>Huntsville Hospital</b>	<b>Police - Medical – Fire</b>	<b>256-265-1000</b>

**Dept./Div./Unit Specific Emergency Plan-**

If your area has emergency numbers that differ from the main campus, e.g., Aerophysics Research Center and Cramer Hall, provide the information in the box below. Post a chart similar to the one provided below near or on the phones or use the multicolored emergency guidebook.

<i>Name of Dept./Div./Unit:</i>		
<i>Address:</i>		
<i>Emergency Contact</i>	<i>Type Emergency Service(s)</i>	<i>Phone #</i>

## 2. Emergency Evacuation and Building Shelters

Walk new employees through the appropriate emergency evacuation route for their work area. Also point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after evacuation. Discuss special evacuation needs and plans with disabled employees. (Campus building evacuation floor plans are available from the OEHS, call 824-2352 or e-mail [oehs@uah.edu](mailto:oehs@uah.edu).) Show the employee the emergency maps for the building. Note the protective areas for severe weather. Explain their responsibility for students during emergencies, if applicable.

## 3. Local Alarm System and Emergency Notifications

Provide all employees a copy of the multi colored Emergency Procedure Guidebook. Explain that this is to review prior to emergency situations and it does not include all potential events. It is a very basic guideline for “what to do if”. Insure the employee has the emergency information for the flip side of the orange tab “*My Department Information*”.

Tell employees about the outdoor and indoor mass notification systems. The systems provide recorded and live voice notification and/or safety instructions during emergency situations. It works in conjunction with the U-Alert system.

Notify the employees of the U-Alert system. This information and sign-up is at [www.uah.edu/ualert](http://www.uah.edu/ualert).

Show new employees where fire alarm pull stations are (located by each exit) and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop).

- Tell your new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them.
- When employees discover a fire they should first, pull the nearest fire alarm pull station and then exit the alarmed area. If possible, employees should follow up with a telephone call from a safe location to provide more details.

- **On Campus:** The activation of a fire alarm pull station also sends a signal to the UAH Police and the Huntsville Fire Department showing the location of the emergency.

## 4. Portable Fire Extinguishers

Show the employee(s) where portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if:

- They have been trained to use them,
- The fire alarm has been sounded first,
- The fire is small (waste basket size), and
- They have a clear evacuation route.

## 5. Department Reporting Procedures

Tell your new employee(s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts to, (usually their supervisor):

Name:	Phone:
Location:	Room:

### a. Reporting Accidents and Incidents

*After immediately reporting on-the-job accidents to your immediate supervisor and the Office of Counsel you must complete the University Occupational Accident/Injury Report form available at the link provided below.*

<b>Report form name</b>	UAHuntsville OOC REV. 05/08/2012
<b>Request form from</b>	<a href="http://www.uah.edu/legal/injuries">http://www.uah.edu/legal/injuries</a>

*Explain the form and where the form and directions are located. All injuries requiring more than first aid type assistance (Band-Aid or similar) must be reported on this form even if no immediate medical attention was attained.*

Reporting all accidents helps the University and the employing departments in effective safety programs and accident prevention measures.



### **Reporting Motor Vehicle Accidents**

*All automobile accidents in University-owned vehicles must be reported to the appropriate law enforcement agency. The University Police Department (824-6911) must be notified immediately when the accident takes place on campus. After the appropriate emergency response has been taken, and after law enforcement has been notified contact Fleet Services at 256-824-6482 and report the accident.*



### **Reporting Unsafe Conditions and Acts**

*Along with immediately reporting unsafe conditions and acts to their supervisors or the person noted above, employees may report safety problems to the Office of Environmental Health and Safety at 256-824-6053.*

*Anonymous reports for unethical or illegal behavior can be made through the UAH Ethics Matter Hotline at 1-866-362-9476 or by filing a report online at [www.uah.edu/ethics](http://www.uah.edu/ethics).*

## **6. Medical Expense Benefits and Lost Wage Benefits**

*Tell employees that work-related injuries or illnesses resulting in medical expenses are covered by their UAH employee Blue Cross Blue Shield health insurance. The employee must provide the health care provider the special “work related injury” (WRI) contract number at the time of the initial treatment. Instruct the employee to call the On-the-Job-Injury (OJI) Coordinator at 256-824-6633 to obtain the WRI number. Failure to do this will mean that the employee will have to pay the deductible amounts and then seek reimbursement from the University. To establish Lost Wage Benefits the employee must notify the OJI Coordinator within ten days from the date of the injury. Explain, also, that prompt reporting of accidents to you, the supervisor, will make the claims process easier and may allow you to find them modified work during their recovery.*

## 7. First Aid

Tell new employees where first aid kits and AEDs are located. If your department has first aid certified employees on staff, tell new employees who they are and how to contact them. Explain what actions employees should take if they or others are injured. If safety showers or eye wash stations are located in your department, show new employees where they are and instruct them in their use. If spill kits and or fire blankets are required in your department, show new employees where they are and how to use them. Instruct employees to purchase them for laboratories and shops that they are responsible for.

### **ITEM 8 APPLY ONLY TO EMPLOYEES WHO WORK WITH HAZARDOUS MATERIALS.**

## 8. Hazard Communication (Chemical Safety) (Worker Right-to-Understand, HazCom)

- † a. **General** (all employees working with hazardous materials)
  - Tell new employees where hazardous materials are used or stored in their work area.
  - Explain the labeling system for these materials.
  - Show employees where the inventory and safety data sheets (SDSs) are located or explain how they can obtain an SDS.
  - If new employees will be working with hazardous materials, tell them they will receive training in the safe handling of these materials or conduct the training at this time, if appropriate. General Hazard Communications Training is available at [www.uah.edu/oehs/training](http://www.uah.edu/oehs/training).

Department specific hazard communication training must be conducted by supervisors or a designated departmental trainer.

- Inform new employees that hazardous materials emergencies, such as spills or releases too big for them to clean up, are to be reported to:

Small Spills	The UAH Police Department	824-6596
Large Spills or releases	The UAH Police Department	824-6911

- Explain the hazardous materials waste disposal procedures that apply in your area.

## † b. Specific Worksites

### Office Staff

For staff whose only chemical exposures are in an office environment.

- Where applicable, discuss hazard information and protection measures for products they will work with.
- Explain an SDS and tell employees where they are located or how to obtain them. Guidance on this subject is found at - <http://www.uah.edu/oehs/2014-12-17-17-22-34>.

### Laboratory Staff

Laboratory staff may be sent to the OEHS course "Chemical Safety in the Laboratory" for an introduction to chemical safety regulations and procedures. The laboratory supervisor or principal investigator must provide additional training, specific to the chemicals in the laboratory. See the UAH Laboratory Supervisor EHS Guidelines.

### Non-Laboratory Hazardous Chemicals

Employees who work with chemicals in non-laboratory environments or who must be aware of their presence for certain operations i.e., maintenance, custodial/housekeeping, food service and police officers, must receive detailed hazard communication training from their supervisor or designated departmental HazCom trainer. General Hazard Communications Training is available at [www.uah.edu/oehs/training](http://www.uah.edu/oehs/training). This is for basic hazard communications training and cannot be substituted for hazard specific training.

## 9. Worksite Warning Signs and Labels

Explain to all new employees the meaning of warning signs, tags, and labels used in their work area.

#### 10. **Personal Protective Equipment (PPE)**

Explain the type of hazards the new employee will be exposed to and what personal protective equipment is required. Tell them precisely how to use, care, clean, and store any personal protective equipment he/she will be required to use on the job. Stress the need for strict adherence to department, division, unit, and/or lab policy on the use of PPE.

#### 11. **Employee Safety and Health Training**

Use the list at the end of this document to indicate the safety and health training classes the new employee will be required to take for their job. This is based on hazards that they are exposed to during the course of their work. Recommended classes could also be marked but priority must be given to arranging the required health and safety training classes.

- **Please register new employees in EH&S courses as soon as you are aware of their start date since many required courses fill early.**  
*Environmental Health and Safety courses are general and are supplemental to department specific training.*
- **Register for courses and access web based EH&S classes at [www.uah.edu/oehs/training](http://www.uah.edu/oehs/training) or contact the OEHS at 824-6053.**

#### 12. **Safety and Health Committee(s) and/or Safety Meetings**

Tell new employees about the Organizational and University-wide Health and Safety Committees and about the departmental health and safety committee and meetings, if applicable. Tell them who their safety committee representatives are and how to contact them.

#### 13. **Departmental/Worksite Safety Practices and Rules**

Conduct an on-the-job review of the practices necessary to perform the initial job assignments in a safe manner. Employees should understand that supervisors will provide job safety instruction and inspection on a continuing basis. Review safety rules for your department (e.g., non-smoking areas, working alone, safe use of chemicals, biohazards, radioactive materials, machine guarding, PPE, etc).

## 14. Tour Department/Facility Reviewing Worksite Hazards

Conduct a tour of the new work areas and review the worksite hazards. During the tour encourage your employees to ask questions. The tour will assist in developing a sense of safety consciousness in their new work environment.

This form must be retained in departmental employee personnel files.

By signing this form you acknowledge that your supervisor has provided you this information and gone through each of the 14 items.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Provide a signed copy to the employee and maintain the original in your departmental personnel files.**

<b>RECOMMENDED EMPLOYEE SAFETY AND HEALTH TRAINING</b>			
Highlight /Mark the training/courses the new employee should take based on workplace hazards. OEHS retains an acknowledgement of training but please utilize the form to send yourself a copy for your records. If you have questions contact OEHS at <a href="mailto:oehs@uah.edu">oehs@uah.edu</a> or 824-6053.			
<b>ALL NEW EMPLOYEES</b>			
COURSE	Provided By	COURSE	Provided By
New Employee Orientation	HR	Fire Extinguisher Use	OEHS web
<i>Supervisor designates the training based upon hazards encountered during work</i>			
Asbestos Awareness	OEHS web	Laboratory Fire Safety	OEHS
Bloodborne Pathogen Exposure Control	OEHS web	Back Safety (Lifting)	OEHS web
GTA/GRA Laboratory Safety Orientation	OEHS web	Lockout Tagout (Control of Hazardous Energy)	OEHS web
Hazardous Waste Management	OEHS web	Motorized/Powered Personnel Lifts	Fleet Services
Department Specific Chemical Spill Cleanup	Dept.	Biological Safety	OEHS web
Compressed Gas Safety	OEHS web	Personal Protective Equipment	Dpt & OEHS web
Driver Safety Training	Fleet Services	Powered and Hand Tools	Dpt & Mfg/Supplier
Hands on Fire Extinguisher Training	OEHS scheduled	Radiation Safety Procedures	Dpt & OEHS web
Hazard Communication (Worker Right to Understand)	Dept & OEHS web	Respiratory Protection and Mask Fitting	OEHS scheduled
First Aid / CPR / AED	OEHS scheduled	Scaffolds	Mfg/Supplier
Forklift Operator Safety Certification	Fleet Services	DOT Hazardous Materials Regulation for Central Receiving and Shipping	OEHS web & scheduled
Radiation Fundamentals	OEHS web	Oil Spill Prevention, Control, and Countermeasures	OEHS scheduled
Electrical Safety for Non-Electrical Workers	OEHS web	Building Evacuation Procedures (General)	OEHS web
Personal Protective Equipment for the Lab	OEHS web	Lab Safety Orientation (for P.I.'s Lab Managers, etc.)	OEHS web
Universal Waste Training	OEHS web	Use of Analytical X-Ray Diffractometers	OEHS web
<b>DEPARTMENTAL RECOMMENDED EHS TRAINING COURSES</b>			
To be completed by employee supervisor			