

Appendix I: Safety Orientation Checklist GENERAL

Department Safety Program, Crop and Soil Sciences, Washington State University

Employee: _____ Supervisor: _____

NOTE:

Ensure that employees/students who use English as a second language are able to comprehend the orientation; provide an interpreter, if necessary, to ensure comprehension of this information.

Call 911 for Fire, Police, Ambulance, Hazardous Material Spills

- ___ 1. The WSU Safety Orientation (WSU SPPM S20.30.2) is fulfilled in this orientation process.
- ___ 2. All personnel and visitors are required to follow the safety rules.
 - ___ Visitors to the workplace must be made aware of applicable safety considerations by their host.
 - ___ WSU does allow private contractors to work on campus. The contractors are responsible for their own and their employees' workman's compensation or liability insurance. Any activities by private contractors in this department must be cleared through the department chair. The departmental chair will be responsible for written documentation for the proof of Workman's Compensation. These workers must adhere to all safety policies and procedures addressed in the Departmental Safety Program.
- ___ 3. All accidents, injuries or illnesses, even minor, shall be reported to your supervisor, who is responsible for insuring proper reporting procedures occur. Accident report forms must be filled out for all accidents, and instructions on the completion of accident reports should be given. Emergency contact numbers are:

Main Office	335-3475	Radiation Safety.....	335-7057
Environmental Health ..	335-3051	Injuries, Fire, Spills..	911
- ___ 4. It is encouraged--but not yet required--to have as many employees as possible certified first aid/CPR trained and take refresher courses as needed. The name/location of the nearest first aid trained co-worker is: _____ in Room _____.
- ___ 5. FIRE SAFETY: All employees are to be familiar with the fire survival plan and building evacuation procedures for the work area. (See SPPM S60.00.1 through 75.2.) **The building fire alarm system should be**

activated immediately upon discovery of a fire in the workplace (S60.25.1), or when conditions are grave or serious (S70.45.1).

- ___ Fire alarm location: _____
- ___ Fire extinguisher location: _____
- ___ Fire blanket location: _____
- ___ Emergency exits (minimum of 2):
1. _____
2. _____
- ___ Landmarks and their location (for evacuation if visibility is reduced):
- _____
- _____
- ___ Building evacuation rendezvous area (for head count):
- _____
- ___ Specific duty assignments (if any) for emergencies (no assignment may exceed 30 seconds): _____
- _____
- _____

___ Report all fires to the Fire Department at 911. Building occupants are required to leave the building when the fire alarm sounds. Fire doors are not be propped or held open, nor exit routes obstructed. Report blocked or locked fire doors to your supervisor on the Hazard Notification Form. These can be obtained from your supervisor, the Safety Committee, or the SPPM (S20.15.2).

- ___ 6. All employees should know the location and purpose of any additional safety equipment, and the supervisor should demonstrate how to use each piece of equipment.
- ___ First aid kit location: _____
- ___ Eyewash fountain location: _____
- ___ Safety shower location: _____
- ___ Telephone location: _____
- ___ Safety manuals location:
- ___ Department Safety Program: _____
- ___ WSU Safety Policy and Procedure Manual: _____
- ___ Laboratory Safety Manual: _____
- ___ MSDS/chemical inventory location: _____
- ___ Personnel protective equipment location:
- Gloves: _____
- Goggles: _____
- Lab coats: _____
- Dust masks or respirators: _____
- Other: _____
- ___ Safety bulletin boards: _____

- ___ 7. The Department Safety Program must be available to each employee.

- ___ 8. Personal work habits should be discussed:
- ___ Non-smoking regulations: No smoking in any building (see CSS Dept. Safety Program, section IV.C.7)
 - ___ Proper lifting techniques: Take care when lifting heavy objects. Use your legs for strength, not your back. Get assistance for heavy objects or materials and do not attempt to move them alone.
 - ___ Avoiding slips and falls
 - ___ Good housekeeping policies: If you make a mess, clean it up. Leave your work area clean and organized.
 - ___ Potential hazards of working alone
- ___ 9. No worker shall use any controlled substance in the workplace. **Sign here** when you have been issued and have read your copy of the statement of the Drug-Free Workplace Policy and Program of WSU (found in Appendix XIV): _____, Date _____.
- ___ 10. Employees who work under specified conditions (such as with hazardous chemical, radiation, lasers, explosives, heavy equipment) are to receive training as required by the indicated State of Washington Reference. Specific training topics and references are listed in WSU SPPM S20.30.1.
- ___ 11. Vehicle Safety:
- ___ a. In accordance with S35.10.1-3, authorization to drive WSU motor vehicles is granted by the department chair or equivalent administrator. Any person driving a WSU motor vehicle must be a WSU employee, WSU student, or an individual who is associated with the University by virtue of performing contractual services or by another type of agreement. If you are a student, a driver authorization form (WSU SPPM S35.10) must be complied with, signed, and filed with the Department. Students may drive university vehicles when:
 - (1) Driving is necessary for job assignments
 - (2) Driving is necessary for WSU class activities
 - (3) Driving is necessary for ASWSU organization activities
 - ___ b. Drivers of WSU motor vehicles must be at least 16 years of age, must have a valid driver's license, and are responsible for knowing current departmental, WSU, and State driving regulations and directives.

- c. Smoking is prohibited in the vehicles.
 - d. The maximum capacity for which the vehicle was originally manufactured may not be exceeded.
 - e. A driver of a passenger van with a seating greater than 15 is required to possess a commercial drivers license.
 - f. Drivers and passengers are required to wear seat belts while the vehicle is in motion.
 - g. Report all traffic accidents within two days, regardless of how minor, on a State of Washington Vehicle Accident Report. A copy should be in the glove compartment of the vehicle, or can be obtained from the Benefit Services and Risk Management Office in French Administration Building. Follow the procedure for reporting accidents in S35.30.1-2 of the WSU Safety Policy and Procedures Manual.
 - h. Parking fines and traffic violation tickets are the responsibility of the driver. WSU will not pay fines.
 - i. WSU drivers are not to provide transportation for non-WSU personnel with the following exceptions:
 - (1) A spouse (but not other family members) when other university personnel are not traveling (on the assumption that the companionship will provide a margin of safety),
 - (2) Personnel on official state of Washington business,
 - (3) Personnel employed by other public institutions who are traveling on official public business.
 - j. Trip driving guidelines:
 - (1) Travel should be limited between 6 a.m. and midnight
 - (2) Travel should not exceed 12 hours of driving time per day
 - (3) Driving miles in a single day should not exceed 600 miles
12. Unauthorized use or removal of materials from work stations is illegal and is grounds for dismissal.
13. ANY research involving human subjects (examples: tasting, written surveys, student responses, etc.) must be qualified through the Office of Grants and Research Development (335-9661).
14. All employees should complete the necessary safety orientation checklists as determined by their job description and/or responsibilities. Checklists to be completed by this employee:
- Faculty/Visiting Scientists/Post-doc Safety Orientation Form
 - Farm Orientation Safety Form
 - Field Orientation Safety Form

- Greenhouse Safety Orientation Form
- Laboratory Safety Orientation Form
- Office Safety Orientation Form
- Seedhouse Safety Orientation Form

Hazard Communications/Workers' Right to Know

15. Each worker is shown the location of the Written Hazard Communication Program. The following have been reviewed thoroughly with the worker in compliance with WAC 296-62-054. See page CSS Dept. Safety Program, section V.A.
- a. Container labeling
 - b. Purchase and inventory of chemicals
 - c. Material Safety Data Sheets (MSDS) - (what, how to use, where)
 - d. Classes of potentially hazardous materials
 - e. Safety precautions
 - f. Emergency procedures in case of accident, exposure, contamination, or spill
 - g. Location of WISHA Regional Directive re: WAC 296-62-054
 - h. Informing everyone new to the area (e.g., visitors, contractors, etc.) of the hazardous chemicals to which they may be exposed, and the precautions they may take to lessen the possibility of exposure.
16. **Specific Training:** Employees who work under specified conditions are to receive training as required by the state of Washington references listed in WSU SPPM, S20.31.1-3, or for specified items listed below.
- Worker Protection Standards
 - Driver's license
 - Commercial motor vehicle operation requirements/license
 - Bloodborne pathogen protection
 - Confined space entry
 - Crane operation
 - Flagging and traffic control
 - Forklift and powered material handling equipment operation
 - Hazardous chemicals
 - Hazardous material handling
 - Hearing conservation
 - Motor vehicle trucks
 - Multipiece rim wheels
 - Operation and maintenance of power presses
 - Powder-actuated tools

- Respiratory protective equipment
 - Use of ladders
 - Welding equipment
 - Working from elevated surfaces (fall restraint and fall arrest)
 - Supervisory safety training
 - Safety committee representative training
 - Lock-out tag-out
 - Fire extinguishers
 - Basic medic first aid/refresher first aid/CPR
 - Radiation Safety Training
 - Lasers
 - Explosives
 - Heavy Equipment
17. Upon leaving the Department of Crop & Soil Sciences, each employee or student is to complete the Employee Departure list.

I have been introduced to all points in this safety check list and fully understand them.

Employee

Date

Orientation Supervisor

Date