

New Hire Orientation — Safety Checklist — Non Laboratory

Employee Name _____ <small style="text-align: center;">PRINT</small>	Signature _____ <small style="text-align: center;">EMPLOYEE</small>	Phone _____
E-mail Address _____	Department _____	Mailcode _____

Please check-off each item as it is discussed with your supervisor or his/her designee. When completed return it to EH&S at Mailcode: TPC-27. If you have any questions contact EH&S or visit our website for further explanation of these topics.

LOCATE the following.	
POSTINGS AND REFERENCE DOCUMENTS	<input type="checkbox"/> Evacuation routes and emergency assembly area <input type="checkbox"/> Emergency procedures guides and contact info <input type="checkbox"/> EH&S website [www.scripps.edu/researchservices/ehs]
SAFETY/EMERGENCY EQUIPMENT	<input type="checkbox"/> Automated external defibrillator (AED) <input type="checkbox"/> Burn kit <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Emergency first responders bag
WASTE DISPOSAL	<input type="checkbox"/> Battery disposal site <input type="checkbox"/> Other universal hazardous waste disposal

ADDITIONAL TRAINING is required in the following areas. If you are going to be involved in any of the following, you will need to obtain specialized safety training.		
Animal use & care	Lasers	Confined space entry
Blood borne pathogens	NMR	Fall protection
Highly hazardous substances	Radioactive materials	Fire extinguisher/safety
Microbiological hazards	X-Ray diffraction	Lock-out/tag-out

Supervisor _____ <small style="text-align: center;">PRINT</small>	Signature _____ <small style="text-align: center;">SUPERVISOR</small>	Date _____
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