

# New Employee Safety Orientation

Safety Committee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

New Employee: \_\_\_\_\_

10/06

ISSUE	ISSUE ADDRESSED	N/A
<b>1. Safety Responsibility</b>		
Employees are responsible for their own safety.		
Encourage employee to ask questions and challenge unsafe practices.		
<b>2. Emergency Evacuation Procedures</b>		
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.		
All phones should have an Emergency 1911 sticker. Contact the operator by dialing 0 to obtain stickers.		
<b>3. First Aid</b>		
Point out locations of First Aid kits. They are typically found near elevators and in general gathering areas. Call 1911 to summon the MERT for serious first aid needs.		
<b>4. Fire Extinguishers</b>		
Point out fire extinguisher locations.		
Fire extinguishers should be used only by employees who have had UCAR training and only for small (wastebasket size or less) fires. Stress to employee that they should never risk injury to self to fight a fire. Call 1911 to report fires or smoke.		
<b>5. Safety Equipment</b>		
Identify safety equipment that will be needed.		
Safety shoes can be obtained by going to Red Wing, Starr's Clothing or Intermountain Safety Shoe Service. UCAR will buy one pair every two years, with a maximum purchase price of \$175.		
Safety glasses are obtained at Boulder Optical. Employees provide a recent prescription when obtaining safety glasses. Contact Bob Wiley at x8554 for information.		
<b>6. Reporting Accidents</b>		
It is critical to report all work-related accidents and injuries to your supervisor and SASS.		
Contact Bob Wiley at X8554 to report work related accidents or injuries. He will fill out the first report of injury, which will open a workers compensation claim.		

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<b>7. Housekeeping</b>		
Encourage employee to keep a neat and tidy work area. Stress that hallways are not used to store materials.		
<b>8. Safety Training</b>		
If employee needs training in any of these areas, they should contact Milenda Powers or Bob Wiley: hazard communication, forklift safety, fire extinguishers, hearing tests, respiratory protection, fall protection, first aid/cpr, ergonomics, laser safety, radiation safety, back injury prevention, etc.		
<b>9. Division Specific Concerns</b>		
ERGONOMICS: Contact Bob Wiley X-8554 for an Ergonomic Evaluation, if needed.		
DRIVING: Warn the employee of the driving hazards on the Mesa Lab road (i.e. animal/pedestrian/bike traffic, slippery parking lots and sidewalks at both ML and FL)		
HIGH NOISE: Encourage employee to wear hearing protection and get hearing tests if they are working in the Machine Shop, Maintenance areas or RAF. Contact Bob Wiley X-8554 for hearing tests.		
CHEMICALS: Employees who work with chemicals need to attend Hazard Communication Training or Lab Safety Training coordinated through Milenda Powers X-8625.		
HAZARDOUS WASTE DISPOSAL: Milenda Powers X-8625 and Anna Vasilyeva X-2409 handle all hazardous waste. <b>NOTHING</b> goes down the drains.		
HAZARD COMMUNICATION: Show location for MSDS books.		
LABORATORY SAFETY: Review lab specific safety documents and the UCAR Chemical Hygiene Plan.		
ROOFTOP SAFETY: Employees who access the roof must attend a Roof Top Safety briefing before getting keys to Foothills Lab.		
BUILDING SYSTEMS: Maintenance should perform all repairs, alteration and constructions to building. Call X-1120 to obtain Maintenance support.		
Any safety issues requiring Maintenance support must be identified at the time of the request to receive top priority. Be prudent when labeling such requests as "safety issues."		
Designated Smoking Area:		
Designated Evacuation Area:		