

## Site-Specific Safety Orientation & Training for New Personnel (HazCom Spaces)

**Supervisor or Designated Trainer:** Review and select topics below that are applicable to the employee/trainee. Mark programs with an “X” if applicable or “NA” if not applicable. Add additional topics/programs under the “Other” column. Campus-wide applicable topics are identified with an “X”. Review identified topics with trainee and provide or schedule training. Training must be completed **prior** to trainee engaging in hazardous tasks. Enter initial and date in “Trainer Initial/Date” column upon completion of training. Retain record for at least three years.

**Employee/Trainee:** Review applicable topics with Supervisor or Designated Trainer. Enter initial and date in “Trainee Initial/Date” column once training is completed. Initial and date only if your questions regarding the material have been completely answered.

**Trainee**

(Print Name/ Signature/Date) \_\_\_\_\_

**Department**

\_\_\_\_\_

**Supervisor/Trainer**

(Print Name/Signature/Date) \_\_\_\_\_

**Supervisor/Trainer Job Title**

\_\_\_\_\_

Applicable	Trainee Initial	Topic	Action
<b>EMERGENCY PROCEDURES</b>			
X		Emergency Action Plan	Review Emergency Action Plan. Demonstrate both paths to Emergency Assembly Area.
X		Emergency Response Guide	Location(s) of flipchart guide, discuss scenario actions.
X		Fire Alarm Pull Station	Show location(s) and proper activation.
X		Injury Reporting	Review immediate reporting of work-related injuries and illnesses to supervisor. Use <a href="#">online injury reporting form</a> .
X		Phone	Location(s), detailed dialing instructions, ‘911’ dialing instructions, bomb threat card.
X		Warn Me	Enroll in UC Davis <a href="#">Warn Me</a> emergency alert system, recommend registering cellular phone number. <a href="https://warnme.ucdavis.edu/">https://warnme.ucdavis.edu/</a>
X		Eye Wash/Safety Shower	Show location(s) and proper operation.
X		First Aid Kits	Location(s) and description of contents.
X		Spill Procedures	Show location of spill kit(s), SafetyNets <a href="#">#13</a> and <a href="#">#127</a> (if applicable), and describe procedures.
<b>PROGRAMS</b>			
X		<a href="#">Injury and Illness Prevention Program (IIPP)</a>	Review content and location of IIPP; emphasis on annual review of Job Safety Analysis, injury and hazard reporting and training documentation.
		<a href="#">Confined Space Entry (CSE)</a>	Review <a href="#">Cal/OSHA requirements</a> . Show confined space ‘permit-required’ locations, train on proper completion of the CSE permit and use of equipment and personal protective equipment (PPE).
		Crane operation, hoisting and rigging	Per <a href="#">Cal/OSHA</a> only <i>qualified employees</i> and trained employees can operate cranes and need training on <a href="#">Indoor Hoisting and Rigging</a> . Review <a href="#">Cal/OSHA operating rules</a> .
		<a href="#">Electrical Safety</a>	Complete <a href="#">Electrical Safety</a> training; requirements for lockout and verification testing of energized equipment; if working “hot”, proper use of arc-rated clothing/PPE based on an NFPA 70e arc-flash assessment; and shock hazard analysis insulated tools.
		<a href="#">Ergonomics</a>	Train employee on proper body mechanics

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		Fall Protection	Review the <a href="#">Cal/OSHA requirements</a> . Training on proper inspection, use and wear of harnesses, lanyards for restraint, positioning or arrest. Review identified compliant anchorage locations, areas requiring proper use of beam wraps, and connections to existing SRL's, existing vertical/horizontal lifelines, overhead systems, or cable/rope grabs.
		<a href="#">Forklift and Aerial Lift Operations</a>	Review required use of written pre-use inspection (forklift & aerial lift) and site assessment (aerial lift) forms. Training must include lecture and practical 'hands on' demonstration of skills.
		<a href="#">Hazard Communication Program</a>	<a href="#">General HazCom Program</a> location and content description. <a href="#">Department-Specific HazCom Program Summary</a> location and content. Demonstrate electronic SDS access and describe repository of hard copies, if applicable. Maintain chemical inventory in <a href="#">CIS</a> .
		<a href="#">Hearing Conservation</a>	Employees exposed at or above a time-weighted average of 85 dBA must participate in the Hearing Conservation Program
		<a href="#">Heat Illness</a>	Train employees who work outdoors on <a href="#">heat illness prevention</a>
		Lockout/Tagout	For employees 'authorized' to work on energized equipment, show the energy isolation, lockout locations for equipment, review <a href="#">Cal/OSHA requirements</a> for lockout, and review of written lockout/tagout procedures.
		Operating Tractor	Review the <a href="#">operating rules</a> and for hands on training.
		Shop Safety Program	Review and train on the <a href="#">Shop Safety Manual</a> , the site specific <a href="#">Shop Safety Plan</a> , and equipment SOPs.
		Welding and Cutting	Review the 72 hour <a href="#">hot work permit requirements</a> . Provide <a href="#">Cal/OSHA compliant ventilation</a> and respiratory protection as needed.
		Other (describe)	
<b>PERSONAL PROTECTIVE EQUIPMENT</b>			
X		Hazard Assessment	Review completed Job Safety Analysis (JSA) as per IIPP. See <a href="#">JSA/PPE Certification Forms</a> .
		PPE Certification	If PPE is identified in JSA, compete and review PPE certification form; provide properly fitted PPE; demonstrate proper selection, use, care and storage.
		Specific PPE	Protection for: <input type="checkbox"/> Head <input type="checkbox"/> Eye/Face <input type="checkbox"/> Body <input type="checkbox"/> Lungs <input type="checkbox"/> Upper Extremity <input type="checkbox"/> Lower Extremity <input type="checkbox"/> List Specific PPE: _____
<b>OTHER</b>			
		<a href="#">Chemical Fume Hood(s)</a>	Demonstrate proper use, instruction on adjustable controls, flow sensor function, and training requirements.
		Chemical Storage Location(s)	Location(s) and segregation rules, volume limits (>10 gallons requires flammable storage cabinet).
		Compressed Gas Cylinders	Storage locations, regulators, transport, safety considerations.
		Glass & Sharps Waste Containers	Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures.
		<a href="#">Hazardous Waste</a>	Overview of <a href="#">WASTE</a> and hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures.
		Needle sticks	Train on needle and syringe safety ( <a href="#">SafetyNet #62</a> )
		Specialized Equipment	Review safety procedures for proper operation. e.g., UV light, laser, high voltage equipment, autoclave, cryogen handling. List specialize equipment: _____