NEW FACULTY MEMBERS SAFETY AND HEALTH TRAINING CHECKLIST

Name: ______________________________________  Department: ________________________

Chair’s Name: _____________________________  Phone Number: ________________________

1) Check each item when completed.
2) Call Environmental Health and Safety (EHS) with questions at 336-334-4357.
3) Return the completed and signed form within 10 days to EHS.

GENERAL SAFETY ORIENTATION
☐ Viewed Introduction to Safety DVD (Available at EHS or online at:  
http://its.uncg.edu/Streaming_Media/_flash/safety_large.html)

CHEMICAL AND LABORATORY SAFETY
☐ Reviewed UNCG’s Chemical Hygiene Plan  
(See UNCG Safety and Health Policy Manual Section 0030.)
☐ Reviewed UNCG’s Hazardous Waste Disposal Procedures  
(See UNCG Safety and Health Policy Manual Section 0060.)
☐ Reviewed procedures for cleaning up chemical spills
☐ Ensured all employees who conduct work in the lab have received training specified in the  
Chemical Hygiene Policy.
☐ Identified all chemicals that employee will use in the work environment
☐ Located and reviewed Material Safety Data Sheet (MSDS) for each chemical and appropriate PPE  
that should be worn while handling each chemical.
☐ (UNCG chemical MSDS can be found and printed at  
www.actiocms.com/chemquik/mainpage.cfm)  
For users of radioactive materials, lasers, or x-ray in your laboratory:
☐ Contacted EHS to register as a Radioactive Materials User and reviewed the Radiation  
Protection Policy.
☐ (See UNCG Safety and Health Policy Manual Section 0250.)
☐ If personally responsible for a laboratory space:
☐ Contacted the EHS regarding emergency contact information for lab signage
☐ Training is provided by your department’s Chemical Hygiene Officer or the EHS.
☐ Call the EHS if the spill is large or assistance is needed.

OFFICE AND CLASSROOM SAFETY
☐ Go to www.uncg.edu/sft/training.html and click on Office or Administrative Environment.
☐ Completed Instructions for Proper Computer Workstation Adjustment and Set-up on-line training module
☐ Completed Preventing Back Injuries on-line module
☐ Completed Preventing Slips, Trips and Falls on-line module
**FIRE AND LIFE SAFETY**

- Located and reviewed sections that pertain to employee’s work tasks in the UNCG Safety and Health Policy and Procedure Manual at www.uncg.edu/sft/mntabcon.html.
- Reviewed UNCG emergency telephone numbers
- Reviewed the Resources Contact List
- (www.uncg.edu/sft/training.html)
- Reviewed *Keeping You and Our Campus Safe* brochure
- Located fire alarm pull station locations in my building
- Located emergency exit route map in building
- Walked to department’s emergency assembly point outside building
- Reviewed exit requirements for building hallways and fire extinguishers
- I am aware that all items are to be stored 24 inches below ceilings or 18 inches below sprinkler heads.

**BLOODBORNE PATHOGENS**

- Scheduled a Bloodborne Pathogens Training class for ________________________.
- I have completed HepB vaccine series at Gove Health Center.
- I have declined the HepB vaccine.
- Mailed completed Hepatitis B paperwork to EHS.

_As an UNCG faculty member you have an obligation to:_

1)  **Become familiar with UNCG policies and procedures for employee safety and health.**

2)  **Identify chemical, physical or biological hazards in your work environment and take action to correct them.**

3)  **Complete any required safety training associated with your appointment.**

4)  **If you perform laboratory research or work with human blood, biological pathogens, tissues or radioactive materials, please contact the EHS for further instructions.**

5)  **Report near misses and injuries to the EHS.**

6)  **Train all graduate students or employees that you supervise to comply with university safety and health policy and procedures.**

Signature: ___________________________________________ Date: ______________