## Employee Training Checklist for Office Environments

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<th>Employee's Name:</th>
<th>Supervisor's Name:</th>
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<th>Department:</th>
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### INSTRUCTIONS

- **Initial & Date when each item is completed**
- **Employee**
- **Supervisor**

**Instructions:** All employees should be trained in the topics areas on this list to ensure compliance with UNCG safety and health policy and procedures and to reduce the occurrence of workplace illness and injury.

1. Please date and initial each activity when completed by employee.
2. Place a copy in employee’s personnel file.
3. Return completed and signed original form to Office of Safety.

### I. SAFETY ORIENTATION

- Viewed UNCG Safety Orientation DVD (DVD can be viewed at http://www.uncg.edu/sft/)

### II. POLICIES AND PROCEDURES

- Located and reviewed sections that pertain to employee’s work tasks in UNCG Safety and Health Policy and Procedure Manual (http://www.uncg.edu/sft/mntabcon.html)
- Reviewed emergency telephone numbers
- Reviewed Resource Contact List (available on-line at http://www.uncg.edu/sft/training.html)
- Located fire alarm pull stations in building
- Located emergency exit routes in building
- Walked to building’s emergency assembly point outside building
- Reviewed egress requirements for building hallways and fire extinguisher
- Employee is aware that all items are to be stored 2 feet below the ceiling or 18 inches below sprinkler heads.
- Reviewed Job Safety Analysis (JSA) for each task the employee will perform

### III. HAZARD ASSESSMENT

- Identified all chemicals that employee will use in the work environment
- Located and reviewed Material Safety Data Sheet (MSDS) for each chemical (UNCG chemical MSDS can be found and printed at http://www.actiocms.com/chemquik/mainpage.cfm). The MSDS site can only be accessed from UNCG on-campus computers.

### IV. EDUCATION AND TRAINING

(Go to http://www.uncg.edu/sft/office.html)

- Completed Office Ergonomics on-line module
- Completed Preventing Back Injuries on-line module
- Completed Preventing Slips, Trips and Falls on-line module