# Employee Training Checklist

## For Clinical Environments

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Supervisor’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

### Department:

| Initial and Date when each item is completed | Instructions: All employees should be trained in the topic 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) If an activity is not completed, please leave blank  
3) Place a copy in employee’s personal file  
4) Return the completed and signed original form to Environmental Health and Safety (EHS). |
<table>
<thead>
<tr>
<th></th>
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<td>Employee</td>
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</table>

## 1. POLICIES AND PROCEDURES

- Located and reviewed sections that pertain to employee’s work tasks in the *UNCG Safety and Health Policy and Procedure Manual* ([https://safety.uncg.edu/policies/](https://safety.uncg.edu/policies/))
- Reviewed emergency telephone numbers and radio procedures for an emergency
- Employee is aware of fire alarm pull station locations in building
- Employee is aware of emergency exit route map in building
- Reviewed exit requirements for building hallways and fire extinguisher stations (Personnel who may use fire extinguishers require training)
- Employee is aware of external assembly point for building evacuation and safe interior location for severe weather
- Instructed that all items are to be stored 24 inches below ceiling or 18 inches below sprinkler heads
- Reviewed 36 inch access requirements for breaker panels and mechanical rooms

## 2. HAZARD ASSESSMENT

- Reviewed job safety analysis for each task employee will be performing
- Reviewed work task hazard assessment sheets
- Reviewed, received and completed instruction about personal protective equipment (PPE) appropriate to each hazard that the employee will face
- 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 with each chemical (UNCG chemical MSDS can be found and printed at [https://safety.uncg.edu/chemicals/](https://safety.uncg.edu/chemicals/))
3. EDUCATION AND TRAINING
(Go to https://safety.uncg.edu/training/online-safety-training/ and click on Clinical Environment)

<table>
<thead>
<tr>
<th>Completed Hazard Communication on-line training module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Safe Lifting: Preventing Back Injuries on-line module</td>
</tr>
<tr>
<td>Completed Preventing Slips, Trips and Falls on-line module</td>
</tr>
</tbody>
</table>

4. HAZARDOUS WASTE DISPOSAL

Review procedures for cleaning up chemical spills
(Each MSDS provides disposal and spill clean-up instructions; See UNCG Safety and Health Policy, Section 0060)

5. BLOOD-BORNE PATHOGENS TRAINING AND PREVENTION

*Attended Bloodborne Pathogens Training class

<table>
<thead>
<tr>
<th>Employee has (Please circle employee’s decision)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed HepB vaccine Declined HepB vaccine</td>
</tr>
</tbody>
</table>

Hepatitis B paperwork completed and mailed to Office of Safety

*ANNUAL RE-TRAINING IS REQUIRED

Please return this completed form within 10 days via inter-office mail to:
Department of Environmental Health and Safety (EHS), Chemical Safety Facility Building.