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.

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 Safety Data Sheet (SDS) for each chemical and appropriate PPE that should
   be worn while handling each chemical.
   ☐ (UNCG chemical SDS can be found and printed at
     https://msdsmanagement.msdsonline.com/598cf5b1-6aaa-4458-97d7-220665c04d52/msdsonline-
     search/).

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 EHS to setup Laboratory Safety Plan and Lab Signage
☐ Training is provided by your department or EHS.
☐ Call EHS in the event of any large spill or if assistance is needed.

OFFICE AND CLASSROOM SAFETY

☐ Go to https://safety.uncg.edu/training/online-safety-training/ and click on Office or
   Administrative Environment.
☐ Completed Instructions for Proper Computer Workstation Adjustment and Set-up on-line
   training module
☐ Completed Safe Lifting: 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 [https://safety.uncg.edu/policies/](https://safety.uncg.edu/policies/).
- Reviewed UNCG emergency telephone numbers
- 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 a 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 EHS for further instructions.*

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

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

Signature: ____________________________________________ Date: ______________