MANAGER’S SAFETY ORIENTATION CHECKLIST TRAINING GUIDE

Cross-reference to Manager’s Safety Orientation Checklist

The purpose of this guide is to assist managers in completing the Manager’s Safety Orientation Checklist. You are required to have a lab safety plan for your area if you use chemicals, lasers, radioactive materials, or have other physical hazards in your work area. If you have a safety plan you can use it to provide this training. You should open and refer to the NC State Health and Safety Manual at:

http://www.ncsu.edu/ehs/healthsafety_man.htm

A few quick notes:
1. As you move your cursor down the checklist, each item will pop up pertinent items to discuss.
2. Print a copy of the checklist with the signature page and retain the original within your department and give a copy to the employee.
3. The signature section at the end has two parts, one to indicate you have initially gone over the checklist and the second to indicate the employee has completed all required elements such as additional classes, medical surveillance and any required reading. Be sure to fill in the appropriate dates as well.

Reporting procedures for medical, fire, or safety emergencies

Remind new employee how to report a medical, fire, or safety emergency (dial 911). If your building has manual fire alarm pull stations, please indicate under which circumstances (visible smoke, fire, gas leak) the employee should pull the alarm.

Please refer to the following link for more information:
http://www.ncsu.edu/ehs/emerg_prooc_detail.htm#fire

Accident reporting procedures

This is a very important section. Please refer to the Occupational Accidents, Illnesses, and Reports section in the NC State Health and Safety Manual for this discussion. This section will indicate the locations where medical care is provided to injured employees. Emergency assistance must be requested by calling 911. All non-emergency injuries and incidents, including incidents that could have hurt someone (near miss) must be reported to your supervisor and to 919-515-3000, to facilitate prompt investigation.

Please refer to the following link for more information:
http://www.ncsu.edu/ehs/accidents/accinv1.htm

Campus Safety and Security

This video describes the scope and scale of what Public Safety and Environmental Health have in place for the protection of students, employees, visitors and university assets. Have the new employee / volunteer watch the campus security video at the following link prior to checking the box. The video also describes the WOLF ALERT text message system.

http://www.safety.ncsu.edu/SecurityWBT.wmv
Building alarms, specific work area alarms, employee response to alarms, fire extinguishers, evacuation procedures

Review the various building alarms for your building with the employee. Describe the sound of the alarm, actions to be taken when an alarm sounds, evacuation routes, and assembly locations outside of your building. Walk employee through primary and secondary emergency exit routes for his/her employees. **Inform the employee that if they have a disability or condition, now or in the future, whether temporary or permanent, that they feel may hamper their ability to exit a building safely, they can confidentially contact the NC State Fire Marshall to develop an individualized evacuation plan.** If the employee has been trained on the use of fire extinguishers (they should not fight fires unless they have been trained) identify fire extinguisher locations and type of fire to be used, If employee has not been trained, they should be instructed to evacuate the building after reporting the fire as noted above, and time permitting, from a safe location.

Please refer to the following link for more information:
http://www.ncsu.edu/ehs/emerg_info.htm

Ergonomics and safe work procedures (proper lifting, office equipment adjustment, two-person operations)

The office and lab furniture, including the computer workstation, must be individually adjusted to keep proper body positioning to avoid fatigue/injury. Employees should receive training on proper lifting technique, with emphasis on tasks requiring multiple employees for safe lifts. Other procedures (high hazard, heavy handling or remote operations) where working alone should be avoided should be reviewed with the employee. See the Ergonomics section of the health and safety manual for guidelines on proper workstation design.

Please refer to the following link for more information:

Personal Protective Equipment (PPE) assessment

The primary methods for preventing employee exposure to hazardous materials are engineering and administrative controls. Where these control methods are not appropriate or sufficient to control the hazard, personal protective equipment (PPE) is required.

A work area assessment is required to determine the potential hazards and select the appropriate PPE for adequate protection. Employees must receive training which includes the proper PPE for their job, when this PPE must be worn, how to wear, adjust, maintain, and discard this equipment, and the limitations of the PPE. All training must be documented.

Click on the provided link above (in checklist) to complete this process.

Lockout / Tagout / Electrical Safety

All employees need to know the following:

- If the employee finds a tag attached to an electrical disconnect or switch, **do not** turn power on. The tag indicates that maintenance is being performed on connected equipment and severe shock or electrocution could result if energized.
- Employees who service and/or maintain equipment (and may need to perform lockout / tagout) or work in an
area where lockout / tagout is routinely performed, will also need additional training. See this section of the EHSC home page for further information if applicable.

- Employees who will be troubleshooting / servicing electrical equipment may need additional training. See this section of the EHSC home page for further information.

Please refer to the following link for more information:
http://www.ncsu.edu/ehs/www99/right/handsMan/workplace/lockout.html

**Review Standard Operating Procedures (SOP’s)**

Provide training on operating procedures as outlined in your area’s safety plan (if operating under one), any manuals for operation or written in-house plans. It may be necessary to check literature for peer research experiences in a proposed research area. Include newly required control methods, including engineering controls and PPE assessments. SOP’s should be in a written form and document control, handling and protection methods that the employee can easily follow.

**Response procedures for unknown materials (unlabeled pipes, spills, etc.)**

Persons who will use chemicals or routinely access an area where chemicals are used require training. This training consists of general and work area specific training. **Work area specific** training must be conducted annually by the supervisor/PI. Your lab safety plan, which should contain all appropriate information, should be used for this training. Please make sure to adequately cover each of the items listed above as they apply to your work area. Please be specific. For example, if you have a gas detection system in your work area, describe the monitoring point locations, the sound(s) of the alarm system and actions to be taken. **General training** is conveyed to employees by the Environmental Health and Safety Center (EHSC) as part of New Employee Safety Orientation for employees who pass through the University Human Resources Department during hire. Regardless of how employees are hired or how long their employment is to be, the following information must be conveyed to them:

- How MSDS are made available to employees in your work area.
- A caution to avoid removal or defacing of labels on chemical containers.
- Assure they are trained with the contents of your lab safety plan (if working under one).
- How to read an MSDS (see glossary of MSDS terms in the MSDS section of the EH&S home page).

Please refer to the following link for more information:
http://www.ncsu.edu/ehs/spill.htm

**Training assessment**

A Training Needs Assessment form has been developed to aid you in selecting appropriate training that you will need as part of your work at NC State University. Although the form is not comprehensive to your job, it will guide you with the Occupational Safety and Health Administration (OSHA) related courses.

The document will need to be completed upon employment and at anytime that your job duties change. A change in job duties may expose you to new risks within the workplace. Be prepared and advised on how to perform your work safely. Please note that “Required” training pertains to your job responsibilities whereas “Optional” training applies to obtaining additional knowledge on a subject matter.
All personnel will need to review their job duties, general training information, and speak with their supervisor regarding the training that is needed to work safely within his or her department. If you do work that does not necessarily fall into a single category (work in a lab; but use power tools or drive a forklift), then review each group below to ensure that you are obtaining the appropriate training.

Click on the provided link above (in checklist) to complete this process.

**Medical Surveillance**

Review the information on the link below. If any of the identified categories apply to your new employee, medical surveillance may be required. Review the Medical Surveillance section and the Radiation Safety Manual of the EH&S home page to determine whether your employee will need medical surveillance.

http://www.ncsu.edu/ehs/www99/right/handsMan/worker/med.html#access

**Animal Handlers**

The purpose of the Occupational Health and Safety Program for Personnel with Animal Contact is to minimize the health and safety risk of working with vertebrate animals to an acceptable level. This description of the Occupational Health and Safety Program for Personnel with Animal Contact (OHSPAC) serves as NCSU's written policy for occupational risk reduction for those using or exposed to animals in research or teaching. Personnel included are those involved in the direct care of vertebrate animals and their living quarters, and those individuals who have direct contact with animals (live or dead), their viable tissues, body fluids or wastes. See the following section of the EH & S home page for further information:

http://www.ncsu.edu/ehs/www99/right/handsMan/animal/animal.html

**Bloodborne Pathogens**

This training is required for persons who may be exposed to body fluids (e.g., nurses, Public Safety, lab workers handling human blood, tissue, and cell cultures). See the following section of the EH & S home page for further information:

http://www.ncsu.edu/ncsu/ehs/www99/left/bioSafe/BBP.htm

**Hazard Communication Program and Training for Administrative employees**

Employee groups: administrative staff, information technology (IT) staff, library staff, etc.

If your employee has not attended a new employee safety orientation (NEO) class and is required to do so, please contact your departments HR coordinator so they can schedule this. Click on the above button (in checklist) to proceed into the Hazard Communication Training section. You will need to read through the Hazard Communication Program and tailor it for your work area. Go over the chemicals used in your area, the hazards of those chemicals, where MSDS’s are located and what to do if the employee has further questions or an accident occurs.
Hazard Communication Program and Training for chemical package shippers and receivers

Employee groups: shipping and receiving staff, mail room staff, couriers, etc.

If your employee has not attended a new employee safety orientation (NEO) class and is required to do so, please contact your departments HR coordinator so they can schedule this. Click on the above button (in checklist) to proceed into the Hazard Communication Training section. You will need to read through the Hazard Communication Program and tailor it for your work area. Go over the chemicals used in your area, the hazards of those chemicals, where MSDS’s are located and what to do if the employee has further questions or an accident occurs.

Chemical Safety Guide

Employee groups: zone shop employees, landscaping staff, athletic facility staff, field lab staff, etc.

http://www.ncsu.edu/ehs/Chemical_Safety_Guide.pdf

Chemical Hygiene Plan

Employee groups: employees working in a laboratory