



New Student Employee Environment, Health and Safety (EHS) Orientation

Welcome to SCU!

SCU wants to ensure the health and safety of our student employees. Training is a key aspect to understanding how to prevent accidents and injuries and what to do when emergencies occur.

All new employees are required to complete the following three steps:

1. Environment, Health and Safety (EHS) Orientation **within one week of becoming an employee;**
2. Review with your Supervisor the ***EHS Work Area Specific Orientation for Office Areas and Technical Areas*** (if applicable); and
3. Complete the ***EHS Hazard Specific Training Checklist***, if applicable.

Below are more details regarding how to complete these three steps.

Step 1: Complete the EHS Orientation (EHS Level 1 Training)

The EHS Orientation for Student Employees is located on the SCU Learning Management System called Camino. To access Camino, simply go to www.scu.edu and click on the SCU Login link (located in the right hand corner of the webpage). On the SCU Login page, select Camino (Angel).

On the Camino page, use your **SCU Network ID (Novell) and Password**. (This is the same login you use for accessing the wireless network or logging into the Windows computers in the Learning Commons.) If you don't know your SCU Network ID, please call IT at 554-5700, email it_servicecenter@scu.edu, or visit the IT Service Center on the 3rd floor of the Library.

Once logged in, your home page will come up. On your home page, you will see a section called Community Groups (left hand, lower corner of webpage), click on the 'Find a group' button. When the search page comes up, enter the word "Orientation" and then click on the search button. The EHS Orientation for Student Employees should pop up as a choice and simply click on the course. The EHS Orientation for Student Employees page will come up and click on the content button (in the left hand corner of the page). This will launch to course which should take about 30 minutes including the quiz at the end of the course.

Step 2: Complete the EHS Work Area Specific Orientation with your Supervisor (EHS Level 2 Training)

The ***New Student Employee EHS Work Area Specific Orientation Checklists*** can be found at: <http://university-operations.scu.edu/ehs/training>. **These forms are to be completed with your Supervisor within a week of you starting work.** If you work in an office or classroom **and** do not work in any technical areas- laboratory, shop, studio, warehouse, etc., then the only form that you need to complete is the ***Student Employee Checklist for Office Areas***. If you work in a technical area then you will also complete the ***Student Employee Checklist for Technical Areas***. This form will help to identify if you need any EHS Level 3 Training.

Step 3: Review the EHS Hazard Specific Training Checklist with your Supervisor (EHS Level 3 Training)

The ***EHS Training Checklist*** is attached to the ***Student Employee Checklist for Technical Areas***. Review the courses that EHS offers and determine if any are appropriate for your job duties. Check all appropriate courses and submit to EHS (according to the instructions on the form). EHS will enroll you in the appropriate courses.

Please do not hesitate to call Sean Collins, EHS Director, at 408-554-5078 or spcollins@scu.edu with any questions regarding your EHS training.