



New Employee Environment, Health and Safety (EHS) Orientation

Welcome to SCU!

SCU wants to ensure the health and safety of our 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 within 30 days of starting work and supervisors are responsible for ensuring their employees are properly trained:

1. **New Employee Environment, Health and Safety (EHS) Orientation**
2. **EHS Work Area Specific Orientation and Training**



Step 1: Complete the New Employee EHS Orientation Course (EHS Level 1 Training)

The online EHS Orientation Course for New Employees is located on the SCU Learning Management System called Camino. Please allow 40 minutes to complete the course including the quiz at the end which requires a 90% to pass.

For Staff: You must have a Camino account in order to take the online course. Send an email to caminosupport@scu.edu and provide your SCU ID number to request a Camino Account. Once you have a Camino Account, you can access the course directly by going to: <https://camino.instructure.com/enroll/D77HBJ>

For Faculty: To access the course directly in Camino go to <https://camino.instructure.com/enroll/D77HBJ>

Faculty and Staff: The Course labeled “*EHS—New Employee Orientation*” is the training you need to complete. There are three parts to the Course, the *EHS— New Employee EHS Orientation PowerPoint*, the *Run, Hide, Fight, Surviving an Active Shooter Event video*, and the *New Employee EHS Orientation quiz*.

Upon completing the Course PowerPoint slides, click on the Run, Hide, Fight, Surviving an Active Shooter Event video link and watch the video. Once you are done with the video, click on the New Employee EHS Orientation quiz link and take the quiz.

Step 2: Complete the EHS Work Area Specific Orientation and Training Checklist (EHS Level 2 and 3 Training)

All new employees need to complete with their supervisor the appropriate [Work Area Specific Orientation and Training Checklist](#). One checklist is for **Office Areas** and one is for academic shops, labs, studios and other technical work areas on campus. If you work in an office or classroom and do not work in any technical space on campus, only the checklist for **Office Areas** is required. The checklist for **Technical Work Areas** applies to those working in shops, labs, studios or other technical spaces and also identifies additional **EHS Hazard Specific** training that may be required with instructions for how to complete it. Both checklists must be reviewed, signed and retained on-file by the supervisor, who is responsible for ensuring their employees are properly trained.

Both checklists are found at: www.scu.edu/ehs/training

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 or visit the EHS website at www.scu.edu/ehs