



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

Below are more details regarding how to complete these:

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

The EHS Orientation for New Student Employees is located on the SCU Learning Management System called Camino. To access the Module in Camino, simply go to <https://camino.instructure.com/enroll/PYKP6E>

On the Camino page, click on the button labeled “Enroll in Course”. On the next Camino page, click on the button labeled “Go to the Course”.

You will see three Course Modules. The Module labeled “**New Student Employee EHS Orientation**” is the training you need to complete. There are three parts to the Module, the **SCU Student Employee EHS Orientation PowerPoint**, the **Run, Hide, Fight, Surviving an Active Shooter Event video**, and the **New Student Employee Orientation EHS quiz**. Click on the SCU Student Employee EHS Orientation link to start the Module.

Upon completing the Module 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 Student Employee EHS Orientation quiz link and take the quiz. The quiz may be taken up to three times, and your best score is recorded. A score of 9 out of 10 is required to pass the Module. The Module should take about 30 minutes including the quiz at the end of the course.

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