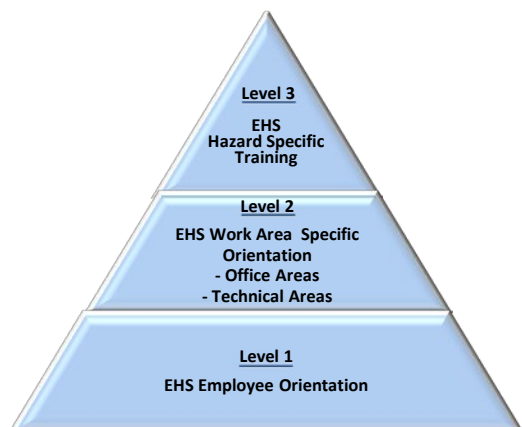




EHS Work Area Specific Orientation and Training University Operations



Employee Name:
Employee ID Number:
Job Title:
Department Name:
Employee Signature:
Date Completed:
Supervisor's Name:
Supervisor's Signature:

Checklist for University Operations

Supervisors: Complete this form within a 30 days of starting work (*existing employees should also complete this form when starting new job duties or working in a new location*) for a new employee. **Sign-off on this form when it is complete and retain on file.**

If you have any questions regarding EHS training, contact Sean Collins, Dave Mathe or Henry Gucho or visit the SCU EHS website: www.scu.edu/ehs/training

These five items below apply to all SCU employees within University Operations – review and check “Yes” when covered.

Required Knowledge Areas	Yes	New Employee Responsibilities
New Employee EHS Orientation	<input type="checkbox"/>	Attend “New Employee EHS Orientation” offered by EHS
Electric Service Vehicle Use	<input type="checkbox"/>	<ul style="list-style-type: none"> Complete Electric Service Vehicle (ESV) Driver’s Agreement Complete Risk Management Driver’s License release form Provide Risk Management a copy of the employee’s driver’s license Seatbelt shall be worn Cell phone use is not permitted when operating the ESV Review approved ESV Routes at SCU
Emergency and Injury Reporting	<input type="checkbox"/>	Ensure that you know how to contact emergency responders <ul style="list-style-type: none"> SCU Campus Safety extension x4444 or 408-554-4444 or 911 in the event of an emergency Workplace injuries should be reported to the Supervisor , EHS and Human Resources
Emergency Evacuation	<input type="checkbox"/>	Locate your building’s emergency evacuation map (found in hallways/corridors). Verify where your building exits are and the evacuation routes (at least two) that you could take in an emergency. Locate your building’s Evacuation Assembly Point . (EHS Website: Emergency Assembly Points Map)
Emergency Procedures	<input type="checkbox"/>	<ul style="list-style-type: none"> Enroll in SCU Campus Alert Review SCU Emergency Procedures for information on how to respond during an emergency such as a fire, earthquake, lock-down, etc. (EHS Website: Emergency Procedures)

Supervisor should maintain a signed copy on file.

**Building Maintenance/
Utilities**

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Asbestos Awareness Training (29 CFR 1910.1001)		Modified Asbestos Class III for employees involved in the repair and maintenance of Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM). Contact EHS for training availability.
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Bloodborne Pathogens Training (8 CCR 5193)		Training for all employees who may be exposed to bloodborne pathogen. <ul style="list-style-type: none"> • Review Bloodborne Pathogens Program • Offer Hepatitis B Vaccination/Declination Form • Contact EHS for training availability.
Confined Space Program (8 CCR 5156-5158)		<ul style="list-style-type: none"> • Review SCU Confined Spaces • Review SCU Confined Space Access • Review SCU Confined Space Permit • Contact EHS for training availability.
Electrical Safety (8 CCR/NFPA 70E)		<ul style="list-style-type: none"> • Review Electrical PPE Matrix • Electrical Gloves available at Stock Room • Contact EHS for training availability.
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area
Fall Protection		<ul style="list-style-type: none"> • Elevated Work Surfaces • Fall Protection Harness and Lanyard • Ladder Safety • Contact EHS for training availability.
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Forklift Safety (8 CCR 3649-3668)		<ul style="list-style-type: none"> • Contact EHS for Training Class and Hands-On Training
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> • Review Container Labeling • Hazards • Hazard Material Request Form for Purchase • Storage requirements • Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) availability
Hearing Conservation (8 CCR 5095 – 5100)		<ul style="list-style-type: none"> • Hearing Protection Available • Work that requires Ear Muffs or Ear Plugs such as Facility Repair Shops • Contact EHS for training availability.
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> • Applies to temperatures greater than 85°F • Drink Extra Water (Ice available in the break room) • High Heat Days will be posted on the employee board • Take periodic breaker indoors or in the shade from heat (min 5 minutes) • Contact EHS for training availability.
Lead Safety Awareness (20 CFR 1910.1025)		Training shall include the hazards of lead and potential health effects. Contact EHS for training availability.

Lockout/Tagout (8 CCR 2320.4 & 8 CCR 3314)		<ul style="list-style-type: none"> • Review SCU LOTO Program • Review availability LOTO materials from the Stockroom • Contact EHS for training availability.
Personal Protective Equipment (PPE) (8 CCR 3380)		<p>Review PPE availability, limitations and when required per current job assessments</p> <ul style="list-style-type: none"> • Ear Muffs or plugs shall be worn when operation the chipper, forge chipper, walk behind edger, line trimmer use, mower and blower • Safety Glasses shall be worn when there is potential for debris entering the eye • Safety Shoes request form • PPE Available from Stock Room • Safety Shoes shall be worn at all times •
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> • Review respirators are not required per their job function • Respirators are available for optional use, but will need to sign Appendix D. Contact EHS for training availability. • If a respirator is to be used, it needs to be stored in a sealed bag when not in use and should be an N95
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> • Only rain water or sprinkler run-off are allowed down the drain • Safe Drain operation
Universal Waste		<ul style="list-style-type: none"> • Disposal of batteries, light bulbs and ballasts at University Operations • Disposal of electronic equipment

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Custodial Services

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Asbestos Awareness Training (29 CFR 1910.1001(j)(7))		Training is for custodial staff involved in cleaning and minor maintenance tasks where asbestos containing materials (ACM) may be accidentally disturbed. Contact EHS for training availability.
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Bloodborne Pathogens Training (8 CCR 5193)		Training for all employees who may be exposed to bloodborne pathogen. <ul style="list-style-type: none"> • Review Bloodborne Pathogens Program • Offer Hepatitis B Vaccination/Declination Form • Contact EHS for training availability.
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area (e.g. Kaivac)
Fire Extinguisher Training (8 CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Hazard Communication (8 CCR 5194)		Review container labeling, hazards, storage requirements and Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) availability.
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> • Safety Shoe Form • PPE Available from Stock Room • Uniform and safety shoes shall be worn at all times • Safety glasses and gloves shall be worn when handling chemicals • Face shield and hearing protection are optional when operating the Kaivac • Contact EHS for training availability.
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> • Review respirators are not required per their job function • Respirators are available for optional use, but will need to sign Appendix D. Contact EHS for training availability. • If a respirator is to be used, it needs to be stored in a sealed bag when not in use and should be an N95
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> • Only rain water or sprinkler run-off are allowed down the drain

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Event Management

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area <ul style="list-style-type: none"> • Box Truck Operation • Power Mate Operation
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> • Review Container Labeling • Hazards • Hazard Material Request Form for Purchase • Storage requirements • Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) availability
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> • Applies to temperatures greater than 85°F • Drink Extra Water (Ice available in the break room) • High Heat Days will be posted on the employee board • Take periodic breaker indoors or in the shade from heat (min 5 minutes) • Contact EHS for training availability
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> • Safety Glasses shall be worn when there is potential for debris entering the eye • Safety Shoes request form • PPE Available from Stock Room • Safety Shoes and Traffic Vest shall be worn at all times • Contact EHS for training availability
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> • Only rain water or sprinkler run-off are allowed down the drain

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Grounds Maintenance

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Confined Space Program (8 CCR 5156-5158)		<ul style="list-style-type: none"> • Review SCU Confined Spaces • Review SCU Confined Space Access • Review SCU Confined Space Permit • Contact EHS for training availability.
Equipment/ Tool Safety		<p>Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area</p> <ul style="list-style-type: none"> • Blower Operation • Chipper Operation • Forge Chipper Operation • Line Trimmer Operation • Mower Operation • Power Mate Operation • Walk Behind Edger Operation
Fall Protection		<ul style="list-style-type: none"> • Elevated Work Surfaces • Fall Protection Harness and Lanyard • Ladder Safety • Contact EHS for training availability.
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Forklift Safety (8 CCR 3649-3668)		<ul style="list-style-type: none"> • Contact EHS for Training Class and Hands-On Training
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> • Review Container Labeling • Hazards • Hazard Material Request Form for Purchase • Storage requirements • Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) availability
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> • Applies to temperatures greater than 85°F • Drink Extra Water (Ice available in the break room) • High Heat Days will be posted on the employee board • Take periodic breaker indoors or in the shade from heat (min 5 minutes) • Contact EHS for training availability.
Pesticide Program		<ul style="list-style-type: none"> • Pesticide Mixing and PPE required (Safety Glasses, Face Shield & Chemical Resistant Gloves) • Pesticide Application and PPE required (Safety Glasses, Arm Sleeves or Long Sleeve Shirt and Nitrile Gloves)
Personal Protective Equipment (PPE) (8 CCR 3380)		<p>Review PPE availability, limitations and when required per current job assessments</p> <ul style="list-style-type: none"> • Ear Muffs or plugs shall be worn when operation the chipper, forge chipper, walk behind edger, line trimmer use, mower and blower • Safety Glasses shall be worn when there is potential for debris entering the eye • Safety Shoes request form

		<ul style="list-style-type: none"> • PPE Available from Stock Room • Safety Shoes and Traffic Vest shall be worn at all times • Summer uniform (T-Shirt) shall be worn between June 1 and October 1 • Winter uniform (Collared Shirt) shall be worn between October 1 and June 1 • Contact EHS for training availability
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> • Review respirators are not required per their job function • Respirators are available for optional use, but will need to sign Appendix D. Contact EHS for training availability • If a respirator is to be used, it needs to be stored in a sealed bag when not in use and should be an N95
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> • Only rain water or sprinkler run-off are allowed down the drain

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Waste Management

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area <ul style="list-style-type: none"> • Compactor Safety
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> • Review Container Labeling • Hazards • Hazard Material Request Form for Purchase • Storage requirements • Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) availability
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> • Applies to temperatures greater than 85°F • Drink Extra Water (Ice available in the break room) • High Heat Days will be posted on the employee board • Take periodic breaker indoors or in the shade from heat (min 5 minutes)
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> • Safety Glasses shall be worn when there in potential for debris entering the eye • Safety Shoes request form • PPE Available from Stock Room • Safety Shoes and Traffic Vest shall be worn at all times
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> • Only rain water or sprinkler run-off are allowed down the drain