

❖ Certification for Safety Orientation Training

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The HR Representative is to place a check in each box after the item has been explained. Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.

University Administration's responsibility:

The University's administration recognizes the importance of providing a safe work environment for all employees. It is the responsibility of the administration to:

- Provide a safe and healthy work environment.
- Establish and maintain a program to ensure that everyone who works for the university is aware of hazards that exist in the workplace and how to prevent accidents.
- Provide necessary safety equipment and personal protective equipment.
- Provide required safety training.
- Appoint a safety representative from each building, which is:
Craig Birkliid .

Employee's responsibility:

All employees will play an active role in creating and maintaining a safe and healthy workplace. Each employee will:

- Know and follow all safe practices that apply to their work.
- Use proper safety devices and protective equipment as required, including knowing the location and use of fire extinguishers.
- Take care of all personal protective equipment, and report any defects or damages to the appropriate supervisor.
- Report every work related injury or occupational illness, regardless of how serious the injury/illness may seem, to both his/her supervisor and Campus Public Safety.
- Cooperate with any investigation of an accident.
- Report all near-miss accidents to his/her supervisor.
- Report any unsafe work practices or workplace hazards to his/her supervisor or Campus Public Safety.
- Participate in safety training as required.
- Become familiar with and knowledgeable of accident prevention guidelines, including the location of your building emergency exits, the location of first aid kits, and who to call for first aid.

The signatures below document that the above orientation was completed on the date below. Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: _____ Date: _____

HR Representative: _____ Date: _____