

Departmental New Employee Safety Orientation Guide

The Occupational Health and Safety Administration (OSHA) requires employers to provide a safe and healthy workplace and associated training. In order to manage this broad responsibility, Southwestern University has developed a safety policy that places responsibility on Department Heads and Supervisors for providing a safe living, learning and working environment.

This guide serves to help departments determine the safety policies/programs that are related to each specific position (job description). The Safety & Risk Management webpage is a resource for safety policies that will help to address, educate and prevent injuries, illnesses to employees, students, visitors as well as improve regulatory compliance and reduce institutional liability.

Department Supervisor Responsibility:

- Discuss position requirements and review this guide with new employee.
- Review Safety & Risk Management website with new employee (www.southwestern.edu/safety) for current versions of safety policies and programs that may apply to this position and tasks that employee may engage in. Write in specific safety programs in the boxes below that apply to this position and ask employee to review each written policy/program. Discuss the importance of following safety policies and your expectations. Contact Director of Safety & Risk Management for consultation or assistance with assigning appropriate safety related training. Some training modules are available on SafeColleges LMS.

Employee Responsibility:

- Review all applicable safety policies and programs related to your position. Discuss questions and the need for any follow-up training requirements or actions with your supervisor. Contact Director of Safety & Risk Management for consultation or assistance with assigning appropriate safety related training.

SUPERVISOR: List Specific Safety Programs applicable to this position in box below:

For typical administrative positions: Health & Safety Policy, Accident Prevention Program, Vehicle Safety, Emergency Response Plan, Fire Safety, Smoking/Vaping are typical policies/programs to be reviewed.

Other positions (Facilities, Sciences, Arts, etc.) may need to add: *Ladder Safety, Utility Cart Safety, Bloodborne Pathogens, Hazard Communication, Hazardous Waste, Back Safety & Manual Material Handling, Machine Guarding, Hearing Conservation, Respiratory Protection, Fall Protection, Emergency Eyewash, Control of Hazardous Energy, Asbestos Management, Lead Management*

Specific Safety Policies/Programs related to this position:

By signing below, we affirm that we have reviewed applicable safety policy/program material on the Safety & Risk Management Office webpage (www.southwestern.edu/safety) or have completed training assigned with SafeColleges LMS.

Employee signature indicates agreement to comply with applicable safety policy/program requirements.

Title	Print Name	Signature
Supervisor		
Employee		

Date: _____

Department: _____ Position Title: _____

Please forward to Safety & Risk Management Office for record-keeping.