

All employees (including students) of Eastern Washington University (EWU) must comply with health and safety procedures and regulations. Supervisors and Environmental Health and Safety (EH&S) will provide safety training prior to any employee engaging in tasks that may pose a potential hazard. This safety form must be filled out for all part-time, temporary and student employees. Instructions for filling out the form are at the bottom of this page; the form itself is on page 2. (Supervisor training regarding occupational health and safety regulations is offered by EH&S monthly.)


1. It is the responsibility of the supervisor to evaluate the duties of employee to ensure that the employee is competent to perform assigned tasks safely. EH&S is available to explain the scope and content of applicable laws, and safety programs that could assist in assigning appropriate tasks to the employee.
2. At no time will the employee be assigned duties that require specialized certifications, licensing or training (electrical, gas etc.) unless they have such certifications, licensing or training. Depending on assigned tasks, additional training may be required (respirator protection, fall protection, electrical safety, hazard communication, etc.). Contact EH&S for required classes.
3. Employees must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide adequate health and safety orientation training related to standard operating procedures, hazards, and personal protective equipment. When applicable, hepatitis shots and pre-employment physicals may be required. Contact EH&S for additional information.
4. Employees shall practice and observe all safety rules with special attention to the safety devices on equipment provided for their own protection. Employees shall use safety devices as required, and shall exercise proper care and treatment of such devices. **There shall be no alterations of safety devices and/or operational procedures.**
5. Injuries or accidents, no matter how slight, must be reported to EH&S within 24 hours. Supervisors are required to ensure an incident report is submitted for each incident and must fill out a corresponding incident investigation. Incident report forms may be submitted online on the EH&S website: sites.ewu.edu/ehs/incident-reporting or paper copies can be downloaded from the forms section of the

EH&S website: sites.ewu.edu/ehs/forms. (When using the online form, links to the incident investigation are emailed to supervisors when the incident report is submitted.)

Filling Out the Form

The top 6 sections are required for all employees. Training must be given and all boxes should be checked.

Train on special topics as necessary. Only check off boxes next to trainings given.

 **Part-time/Temporary and Student Employees
Health and Safety Orientation**
Environmental Health & Safety

EMPLOYEE NAME: _____
Last First Initial

Department _____ Position (Job Title) _____

As required by the Washington Industrial Safety and Health Act (WISHA), an employee health and safety orientation briefing was given to the above named employee. The following topics were covered:

- How and when to report incidents, occupational injuries and illnesses. This must include the location of the first-aid facilities, names of personnel with first-aid training, and employee rights and industrial insurance coverage.
- How to report unsafe conditions and practices.
- Proper action to take in the event of emergencies, including building routes of exit, location of fire alarm pull stations, locations of fire extinguishers, bomb threat procedures, earthquake procedures and power outage procedures.
- Hazardous chemical information and location of Safety Data Sheets or SDS (formerly Material Safety Data Sheets or MSDS).
- Location of the nearest Safety Bulletin Board, Building Emergency Contact Numbers, and Name of building safety representative and/or safety committee.
- An on-the-job review of safe work practices and procedures to safely perform job assignments.
- Special Training Topics:
 - Laboratory Safety and Chemical Hygiene Plan*
 - Hazardous Communication "HAZCOM" (Conducted by EH&S)
 - Blood-borne Pathogen Control (Cleanup training will be conducted by EH&S)
 - Confined Space Entry (Training Conducted by EH&S)
 - Body Mechanics, Ergonomics, and Lifting Safety*
 - Lockout/Tag-out (Training Conducted by EH&S)
 - Vehicle and Driver Safety
 - Fall Protection (Conducted by EH&S) and Ladder Safety*
 - Hearing Conservation and Noise Control (Conducted by EH&S)
 - Electrical Safety (Conducted by EH&S)
 - Asbestos and Lead Awareness (Conducted by EH&S)

* Denoted training that can be conducted by EH&S.

Employee Signature _____ Date: _____
Supervisor Signature: _____ Telephone: _____
Supervisor (Print Name) _____ Employee (Print Name) _____

Please forward this record to Environmental Health & Safety, 002 Martin Hall or email to envhea@ewu.edu.
For additional information and training assistance, please call EH&S, 359-6496.

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In the case of a severe injury or death of an EWU employee, EH&S must be notified immediately (359-6455 or 559-2031).

If you have questions concerning employee safety or training requirements, contact EH&S at 359-6496.

(NOTE: Please send this completed form to EH&S, 002 Martin Hall; Fax # 359-4690; or email envhea@ewu.edu)



**Part-time, Temporary and Student Employees
Health and Safety Orientation**
Environmental Health & Safety

Employee Name: _____
Last First Initial Student ID #

Department _____ Position (Job Title) _____

As required by the Washington Industrial Safety and Health Act (WISHA), an employee health and safety orientation briefing was given to the above named employee. The following topics were covered:

- How and when to report incidents, occupational injuries and illnesses. This must include the location of the first-aid facilities, names of personnel with first-aid training, and employee rights and industrial insurance coverage.
 - How to report unsafe conditions and practices.
 - Proper action to take in the event of emergencies, including building routes of exit, location of fire alarm pull stations, locations of fire extinguishers, bomb threat procedures, earthquake procedures and power outage procedures.
 - Hazardous chemical information and location of Safety Data Sheets or SDS (formerly Material Safety Data Sheets or MSDS).
 - Location of the nearest Safety Bulletin Board, Building Emergency Contact Numbers, and Name of building safety representative and/or safety committee.
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 - Special Training Topics:
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 - Blood-borne Pathogen Control (Cleanup training will be conducted by EH&S)
 - Confined Space Entry (Training Conducted by EH&S)
 - Body Mechanics, Ergonomics, and Lifting Safety*
 - Lockout/Tag-out (Training Conducted by EH&S)
 - Vehicle and Driver Safety
 - Fall Protection (Conducted by EH&S) and Ladder Safety*
 - Hearing Conservation and Noise Control (Conducted by EH&S)
 - Electrical Safety (Conducted by EH&S)
 - Asbestos and Lead Awareness (Conducted by EH&S)
- * Denoted training that *can be* conducted by EH&S.

Employee Signature _____ Date: _____

Supervisor Signature: _____ Telephone: _____

Supervisor (Print Name) _____ Employee (Print Name) _____

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