

# New Employee Safety Program Summary

## I. General Safety Programs (Classroom Training)

- Contact Safety Office to Schedule (1677) or delancem@southwestern.edu

### **Hazard Communication Program \*\* - 1<sup>st</sup> day of employment**

- All employees who handle or use hazardous chemicals/products have a right to know about the hazards, how to protect themselves and labeling/MSDS requirements. OSHA required.
  - Housekeepers, tradespeople, grounds, fine arts faculty/staff, etc.

### **Vehicle Safety Program - Three weeks prior to your needs**

- All employees that may drive a fleet car, van or personal car for University business.
  - Consists of a drivers license record check for everyone
  - web-based van training class for van drivers only
  - hands-on van driver session for inexperienced van drivers

### **Personal Protective Equipment – Hazard Assessment Program**

- All employees that are required to wear personal protective equipment as a part of their job duties in order to reduce/eliminate adverse health effects from exposure to dusts, mists, gases, vapors, noise, flying objects, falling objects, etc. OSHA required.
  - Physical Plant staff

### **Bloodborne Pathogen Program \*\* - 1<sup>st</sup> day of employment**

- All employees who have been identified as having a “reasonable potential” for contact with blood or body fluids as a part of their job duties. Consists of training on hazards/diseases and precautions to take, proper decontamination, labeling and disposal. OSHA required.
  - Athletic trainers, coaches, intramural coaches, supervisors, staff/student employees, housekeepers, boiler plant operators, police, nurse, safety officer.
- **NOTE:** Athletic Dept. and students will be trained by internal Dept. representatives

### **Hazardous Waste Program**

- All employees that handle, use or produce hazardous waste chemicals – rules for safe handling, storage, labeling requirements, signage, and proper waste disposal procedures. OSHA/EPA required.
  - Chemistry/biology (faculty and staff), fine arts (faculty and staff), physical plant staff.

### **Emergency Response Plan \*\* - 1<sup>st</sup> day of employment**

- All employees – permanent and temporary. OSHA required.
  - What to do, where to go, in the event of various campus/community emergencies.
- Emergency Action Representatives – building reps training (learning your role)
- **NOTE:** Supervisors/Department Heads can conduct this training session or coordinate a formal training session with SU Police.

## II. General Safety Programs (No formal Classroom Training)

- Employee must read written policy/program. Supervisor is responsible to verify employee understands and has reviewed policy/program materials.
  - Review full policy/program at: [www.southwestern.edu/safety](http://www.southwestern.edu/safety)

### Youth Interaction Policy \*\* - 1<sup>st</sup> day of employment

- All staff/faculty/student employees that engage in one on one interaction with youths (usually in a supervisory role). Helps protect participating youths as well as our staff – involves interaction guidelines and a criminal background check.
  - Athletic coaches, counselors, sports camps, upward bound staff/students/teachers, fine arts theater directors, etc.

### Accident Prevention Program

- All employees and supervisors – what to do in the event of a job related accident/injury and how to prevent future accidents. OSHA required.
  - All supervisors: provide for first-aid, contact HR coordinator to inform of injury, schedule medical services and initiate workers compensation claim, complete accident report and deliver to HR before the end of the day.

## III. Specific Safety Programs

- Supervisor will review Safety Orientation “Guide” – select all affected topics and perform initial training by reviewing written program materials with new employees, discussing safe operating procedures, etc. Follow up and schedule formal classroom training with Safety Office, if required.