**Acknowledgement of Safety Instructions and Emergency Preparation Training**

**(Required for ALL OSU Employees)**

Instructions:

1. If you have been asked to complete a hard copy version of this form, an electronic version with active web links is available at <https://ehs.oregonstate.edu/forms>.
2. Supervisor: Select all [Safety Instructions](http://oregonstate.edu/ehs/safety-instructions) that apply to employee’s job duties from the EH&S website and list them to the right (there may be more or less than 20).
3. Employee: Read the Safety Instructions carefully and review them with your supervisor or department head, along with information regarding mandatory training programs, emergency procedures and hazard communication, outlined below, before exposure to potential hazards in the workplace.
4. Employee: Indicate the completion of each activity by **initialing in the space provided**.
5. Supervisor: Place this completed form in departmental personnel file and send a copy to the EH&S training coordinator (email to ehs@oregonstate.edu or mail to EHS, 100 Oak Creek Building.)
6. The Safety Instructions and training listed below address general safety guidelines. Many workplaces require additional training for unique, potentially hazardous chemicals, equipment, and operations. *Such training must be provided by the supervisor and documented separately.*
7. Training documentation forms can be found on the EHS website under the Resources tab under [Forms/](http://ehs.oregonstate.edu/forms)Training.

 Safety Instruction Title Initials

 1. [General and Office Safety](http://oregonstate.edu/ehs/sites/default/files/pps/office_safety_si59.ppsx)

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**Employee initials each item below upon completion of training or marks “x” for any items that are not applicable.**

**Emergency Preparation (Required for all employees) –** Initial each item as you review it with your supervisor.

 Know the meaning of emergency warning signals in your work area.

 Know the location of fire alarm pull stations and fire extinguishers.

 Know the location of exits, escapes, evacuation routes, and emergency evacuation assembly area.

 Know the location of automated external defibrillators (AEDs) and first aid kits.

 Know how to get help in case of an emergency and how to report accidents. An [emergency response poster](http://apps.campusops.oregonstate.edu/emergency/files/EP-Bulletin/2015-OSU-Emergency-Poster-8%205x11.pdf) with contact information for the Corvallis campus is available online.

**Page two contains training required for laboratory workers, plus additional recommended training for all employees. Acknowledge ALL completed trainings by signing and dating page two.**

**Laboratory Safety Training -** The following training is **required** for some OSU employees, particularly laboratory workers and other staff who handle chemicals or occasionally enter labs.

 OSU EH&S [Laboratory Safety Training](https://oregonstate.bridgeapp.com/learner/programs/c54c52a0/enroll) (**required** **before beginning work** in a laboratory). Includes hazard

 communication/Safety Data Sheets, and hazardous waste training. If you are not an OSU employee, contact EH&S

 about completing your laboratory safety training requirements.

 [Hazardous Materials Shipping Awareness](https://oregonstate.adobeconnect.com/_a827349107/p7c4i05be74/?launcher=false&fcsContent=true&pbMode=normal) (**required** **before preparing hazardous material for shipment**).

 Respirator training and fit testing must be completed before employees conduct work that requires the use of a respirator (**required annually**). See the [OSU Respiratory Protection Program](http://oregonstate.edu/ehs/SD0020) for details and exceptions.

 Bloodborne Pathogen Training is **required annually**, if working with blood, body fluids, tissues, or unfixed cells of human origin. (See the [*Safety Training Calendar*](http://calendar.oregonstate.edu/safety) for further information.)

 [Animal Handler Safety Training](http://oregonstate.edu/ehs/training/animal_handler_training) (online video **required once** for those who handle or have significant exposure to

animals).

 [Radiation Safety Training](http://oregonstate.edu/ehs/rso/training) (**various requirements** for those who work with radioactive materials or radiation-producing machines.

**Shop and Work-Site Safety Training –** A list of safety training modules can be found via the [Bridge Training System](https://oregonstate.bridgeapp.com/learner/courses).

**OSU recommends that all employees review the following as part of their initial safety training:**

* [OSU Emergency Response Information](http://fa.oregonstate.edu/publicsafety/campus-security-services/oregon-state-university-emergency-response-information)
* SAIF Videos [*Office Ergonomics: Simple solutions for comfort and safety*](https://www.youtube.com/watch?v=ofnpBtO1-gA)
* Additional ergonomics information is available here: <https://ehs.oregonstate.edu/ergonomics>

**General Training for Managers and Supervisors –** If you are a manager or supervisor, complete the interactive Supervisor Safety Responsibilities core curriculum.

 [*Supervisor Safety Responsibilities*](https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pps/supervisor_and_manager_safety_responsibilities.ppsx)

**Fire Extinguisher Training –** OSU employees are not required to use fire extinguishers in the event of a fire. Fire extinguisher training is available for employees who may use an extinguisher in the event of a small fire; only trained individuals are authorized to use a fire extinguisher at OSU. In the event of a fire, pull the fire alarm, evacuate the building, call 911 to provide information about the location and nature of the fire, and stay at the evacuation assembly point to provide further information once fire fighters arrive.

 OSU [fire extinguisher training](http://oregonstate.edu/ehs/osu-fire-extinguisher-use).

**Note:** **The EHS Training Events Calendar is located at** <https://events.oregonstate.edu/department/environmental_health_safety>

As indicated by my initials and signature, I have completed the training listed above. I understand its meaning and intent, and I will seek additional information and training from my supervisor, as necessary, in the future. I assure my co-workers and supervisor that I accept and will apply this training to my work. I understand that the training above is general training provided by OSU, and my supervisor will provide additional, job-specific training, regarding the use of potentially hazardous chemicals, processes, and equipment. I understand that said training will be documented separately.

Department (print/type) Employee Name (print/type)

Supervisor Name (print/type) Employee ID Number (print/type)

Signature of Supervisor Date Signature of Employee Date