

Acknowledgement of Safety Rules

Please do the following:

1. Read the safety rules sections on General and Office Safety (1), and Classroom Safety (2); and Laboratory Safety (14) if you'll use a laboratory. These PowerPoint slides are available at <http://oregonstate.edu/ehs/safety-instructions>
2. Initial the safety rules sections once you have read them.
3. Review the Emergency Preparation Items in the COCC Phone Book and take a walk around the building to determine the location of fire pulls, exits, first aid kits, etc. When you are done, check that you are knowledgeable about emergency items listed.
4. Read the orange "Working Safely with Hazardous Materials" handbook and check that you know the safety procedures and chemical safety information. If you do not have one of these handbooks, please see your Human Resources Coordinator for a copy. If you are unsure of the hazardous chemicals in your work area, please talk to your Supervisor or Program lead.
5. Sign the form at the bottom of the page.
6. Return the form to Kira Lueck, Newberry 102.

Thank you.



Acknowledgement of Safety Rules, Emergency Procedures and Hazard Communication Training

Instructions:

- Supervisor checks all safety instructions sections that apply. Employee obtains the corresponding safety instructions from the web site <http://oregonstate.edu/ehs/safety-instructions>.
- Employee reads the instructions carefully and reviews them with the supervisor or department head, along with information regarding emergency procedures and hazard communication.
- Employee indicates the completion of each activity by initialing in the space provided.
- Supervisor places this form in departmental personnel file and sends a copy to EH&S.
- The completion and return of this form should receive IMMEDIATE action.
- This form addresses basic safety guidelines that must be completed prior to starting work. Many work place operations require additional training not represented. Go to Safety Instructions for additional safety topics.

Safety Instruction Title (Number)	Initials
<input checked="" type="checkbox"/> <u>1.</u> <u>General and Office Safety (59)</u>	_____
<input checked="" type="checkbox"/> <u>2.</u> <u>Classroom Safety (45)</u>	_____
<input type="checkbox"/> 3. <u>Physical Labor Safety (46)</u>	_____
<input type="checkbox"/> 4. <u>Food Service Safety (47)</u>	_____
<input type="checkbox"/> 5. <u>Electrical Safety/LOTO (11) (32)</u>	_____
<input type="checkbox"/> 6. <u>Painting Safety (48)</u>	_____
<input type="checkbox"/> 7. <u>Housekeeping (52)</u>	_____
<input type="checkbox"/> 8. <u>Health Care Environment (53)</u>	_____
<input type="checkbox"/> 9. <u>Shop Safety (49)</u>	_____
<input type="checkbox"/> 10. <u>Material Handling/Warehouse (54)</u>	_____
<input type="checkbox"/> 11. <u>Forklift Safety (55)</u>	_____
<input type="checkbox"/> 12. <u>Crane and Hoist Safety (50)</u>	_____
<input type="checkbox"/> 13. <u>Welding/Burning Safety (57)</u>	_____
<input type="checkbox"/> 14. <u>Laboratory Safety (60) (81)</u>	_____
<input type="checkbox"/> 15. <u>Elevated Work Surfaces (37)</u>	_____
<input type="checkbox"/> 16. <u>Construction/Excavation Safety (42)</u>	_____
<input type="checkbox"/> 17. <u>Vehicle Safety (OSU Policy SAF 206)</u> ..	_____

It is recommended that ALL employees review the Department of Public Safety Emergency Procedures Manual (http://oregonstate.edu/dept/security/emergency_info), and the SAIF video Office Ergonomics: Simple Solutions (http://www.saif.com/employer/safety/safety_1194.aspx) as part of their initial safety training.

The following **Emergency Preparation items are important.** Check 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, and evacuation routes.
- _____ Know the location of first aid kits, and how to report accidents.
- _____ Know how to get help in case of an emergency.

Hazard Communication Training – Refer to the Working Safely with Hazardous Materials Booklet (if applicable)
(<http://oregonstate.edu/ehs/sites/default/files/pdf/osuhazcombook.pdf>)

Your supervisor will review with you the hazardous chemicals in your work area that you may be exposed to.

- _____ Know what safety procedures should be followed and what protective equipment should be worn.
- _____ Know how to obtain chemical safety information.

I have read the rules indicated by my initials in the chart above, and understand their meaning and intent. I assure my co-workers and supervisor that I accept and will apply these rules to my work.

OSU-Cascades
Department (print/type)

Employee Name (print/type)

Supervisor Name (print/type)

Employee ID Number

Signature of Supervisor

Date

Signature of Employee

Date

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