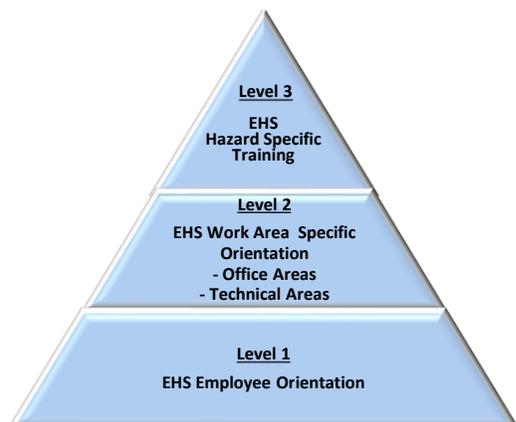




# EHS Work Area Specific Orientation and Training University Operations



Employee Name:
Employee ID Number:
Job Title:
Department Name:
Employee Signature:
Date Completed:
Supervisor's Name:
Supervisor's Signature:

## Checklist for University Operations

**Supervisors:** Complete this form within 30 days of starting work (existing employees should also complete this form when starting new job duties or working in a new location) for a new employee. Sign-off on this form when it is complete and retain on file.

If you have any questions regarding EHS training, contact [ehs@scu.edu](mailto:ehs@scu.edu) visit the SCU EHS website: [www.scu.edu/ehs/training](http://www.scu.edu/ehs/training)

These five items below apply to all SCU employees within University Operations – review and check “Yes” when covered. Print page one for all employees and applicable checklist by Job Role.

Required Knowledge Areas	Yes	New Employee Responsibilities
New Employee EHS Orientation	<input type="checkbox"/>	Attend “New Employee EHS Orientation” offered by EHS
<a href="#">Motor Vehicle Operations</a> and Electric Service Vehicle Use	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Complete <a href="#">Risk Management</a> Driver’s License release form</li> <li>Drivers using Santa Clara University owned or leased vehicles must have the <a href="#">Certificate of Self-Insurance</a> in the vehicle at all times.</li> <li>Provide Risk Management a copy of the employee’s driver’s license</li> <li>Seatbelt shall be worn. Cell phone use is not permitted when operating the ESV</li> <li>Golf Cart Training <a href="#">online</a> , hands on ESV routes, and driving review with supervisor</li> </ul>
Emergency and Injury Reporting	<input type="checkbox"/>	Ensure that you know how to contact emergency responders <ul style="list-style-type: none"> <li>SCU Campus Safety extension x4444 or 408-554-4444 or 911 in the event of an emergency</li> <li>Workplace injuries should be reported to the Supervisor, EHS and Human Resources</li> </ul>
Emergency Evacuation	<input type="checkbox"/>	Locate your building’s emergency evacuation map (found in hallways/corridors). Verify where your building exits are and the evacuation routes (at least two) that you could take in an emergency. Locate your building’s <b>Evacuation Assembly Point</b> . ( <a href="#">Emergency Assembly Points Map</a> )
Emergency Procedures	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Enroll in SCU Bronco Alert (go to portal)</li> <li>Review SCU Emergency Procedures for information on how to respond during an emergency such as a fire, earthquake, lock-down, etc. (<a href="#">Emergency Procedures</a>)</li> </ul>

**Supervisor should maintain a signed copy on file.**

**Building Maintenance/  
Utilities**

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Asbestos Awareness Training (29 CFR 1910.1001)		Modified Asbestos Class III for employees involved in the repair and maintenance of Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM). Contact EHS for training availability.
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Bloodborne Pathogens Training (8 CCR 5193)		Training for all employees who may be exposed to bloodborne pathogen. <ul style="list-style-type: none"> <li>• <a href="#">Review Bloodborne Pathogens Program</a></li> <li>• <a href="#">Offer Hepatitis B Vaccination/Declination Form</a></li> <li>• Contact EHS for training availability.</li> </ul>
<a href="#">Confined Space Program</a> (8 CCR 5156-5158)		<ul style="list-style-type: none"> <li>• <a href="#">Review SCU Confined Spaces</a></li> <li>• <a href="#">Review SCU Confined Space Access</a></li> <li>• <a href="#">Review SCU Confined Space Permit</a></li> <li>• Contact EHS for training availability.</li> </ul>
Electrical Safety (8 CCR/NFPA 70E)		<ul style="list-style-type: none"> <li>• Review Electrical PPE Matrix</li> <li>• Electrical Gloves available at Stock Room</li> <li>• Contact EHS for training availability.</li> </ul>
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area
Fall Protection		<ul style="list-style-type: none"> <li>• Elevated Work Surfaces</li> <li>• Fall Protection Harness and Lanyard</li> <li>• Ladder Safety</li> <li>• Contact EHS for training availability.</li> </ul>
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Forklift Safety (8 CCR 3649-3668)		<ul style="list-style-type: none"> <li>• Contact EHS for Training Class and Hands-On Training</li> </ul>
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> <li>• Review Container Labeling</li> <li>• Hazards</li> <li>• Hazard Material Request Form for Purchase</li> <li>• Storage requirements</li> <li>• Safety Data Sheet (SDS)</li> </ul>
Hearing Conservation (8 CCR 5095 – 5100)		<ul style="list-style-type: none"> <li>• Hearing Protection Available</li> <li>• Work that requires Ear Muffs or Ear Plugs such as Facility Repair Shops</li> <li>• Contact EHS for training availability.</li> </ul>
<a href="#">Heat Illness and Injury Program</a> (8 CCR 3395)		<ul style="list-style-type: none"> <li>• Applies to temperatures greater than 85°F</li> <li>• Drink Extra Water (Ice available in the break room)</li> <li>• High Heat Days will be posted on the employee board</li> <li>• Take periodic breaker indoors or in the shade from heat (min 5 minutes)</li> <li>• Contact EHS for training availability.</li> </ul>
Lead Safety Awareness (20 CFR 1910.1025)		Training shall include the hazards of lead and potential health effects. Contact EHS for training availability.

Lockout/Tagout (8 CCR 2320.4 & 8 CCR 3314)		<ul style="list-style-type: none"> <li>• <a href="#">Review SCU LOTO Program</a></li> <li>• Review availability LOTO materials from the Stockroom</li> <li>• Contact EHS for training availability.</li> </ul>
Personal Protective Equipment (PPE) (8 CCR 3380)		<p>Review PPE availability, limitations and when required per current job assessments</p> <ul style="list-style-type: none"> <li>• Ear Muffs or plugs shall be worn when operation the chipper, forge chipper, walk behind edger, line trimmer use, mower and blower</li> <li>• Safety Glasses shall be worn when there is potential for debris entering the eye</li> <li>• Safety Shoes request form</li> <li>• PPE Available from Stock Room</li> <li>• Safety Shoes shall be worn at all times</li> <li>•</li> </ul>
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> <li>• Review respirators are not required per their job function</li> <li>• Respirators are available for optional use, need to sign Appendix D. Contact EHS for training availability.</li> <li>• If a respirator is to be used, it needs to be stored in a sealed bag when not in use and should be an N95</li> </ul>
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> <li>• Only rain water or sprinkler run-off are allowed down the drain</li> <li>• Safe Drain operation</li> </ul>
Universal Waste		<ul style="list-style-type: none"> <li>• Disposal of batteries, light bulbs and ballasts at University Operations</li> <li>• Disposal of electronic equipment</li> </ul>

***Supervisor should maintain a signed copy on file.***

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
AED/CPR Training		Learn how to respond to cardiac and breathing emergencies, including the use of an automated external defibrillator (AED).
Bloodborne Pathogens Training (8 CCR 5193)		Training for all employees who may be exposed to bloodborne pathogen. <ul style="list-style-type: none"> <li>• <a href="#">Review Bloodborne Pathogens Program</a></li> <li>• <a href="#">Offer Hepatitis B Vaccination/Declination Form</a></li> <li>• Contact EHS for training availability.</li> </ul>
Crowd Manager Training		Class is designed to educate the crowd manager on the policies and procedures for managing special events on the campus of Santa Clara University.
Emergency Operations Training		Review emergency operations procedures for Santa Clara University.
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Fire Aid Training		Learn how to respond to common first aid emergencies, including burns; cuts, head, neck, back injuries, etc.
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> <li>• Applies to temperatures greater than 85°F</li> <li>• Drink Extra Water (Ice available in the break room)</li> <li>• High Heat Days will be posted on the employee board</li> <li>• Take periodic breaker indoors or in the shade from heat (min 5 minutes)</li> <li>• Contact EHS for training availability.</li> </ul>
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> <li>• Safety Glasses shall be worn when there is potential for debris entering the eye</li> <li>• PPE Available from Stock Room</li> <li>• Traffic Vest</li> </ul> Contact EHS for training availability
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> <li>• Review respirators are not required per their job function</li> <li>• Respirators are available for optional use, but will need to sign Appendix D. Contact EHS for training availability.</li> </ul>
Safe Driving		Review <a href="#">Santa Clara University Safe Driving Policy</a> .
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> <li>• Only rain water or sprinkler run-off are allowed down the drain</li> <li>• Safe Drain operation</li> </ul>

**Custodial Services**

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Asbestos Awareness Training (29 CFR 1910.1001(j)(7))		Training is for custodial staff involved in cleaning and minor maintenance tasks where asbestos containing materials (ACM) may be accidentally disturbed. Contact EHS for training availability.
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Bloodborne Pathogens Training (8 CCR 5193)		Training for all employees who may be exposed to bloodborne pathogen. <ul style="list-style-type: none"> <li>• <a href="#">Review Bloodborne Pathogens Program</a></li> <li>• <a href="#">Offer Hepatitis B Vaccination/Declination Form</a></li> <li>• Contact EHS for training availability.</li> </ul>
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area (e.g. Kaivac)
Fire Extinguisher Training (8 CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Hazard Communication (8 CCR 5194)		Review container labeling, hazards, storage requirements and <a href="#">Safety Data Sheet</a> (SDS) availability.
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> <li>• Safety Shoe Form</li> <li>• PPE Available from Stock Room</li> <li>• Uniform and safety shoes shall be worn at all times</li> <li>• Safety glasses and gloves shall be worn when handling chemicals</li> <li>• Face shield and hearing protection are optional when operating the Kaivac</li> <li>• Contact EHS for training availability.</li> </ul>
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> <li>• Review respirators are not required per their job function</li> <li>• Respirators are available for optional use, need to sign Appendix D. Contact EHS for training availability.</li> <li>• If a respirator is to be used, it needs to be stored in a sealed bag when not in use and should be an N95</li> </ul>
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> <li>• Only rain water or sprinkler run-off are allowed down the drain</li> </ul>

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**Event Management**

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area <ul style="list-style-type: none"> <li>• Box Truck Operation</li> <li>• Power Mate Operation</li> </ul>
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> <li>• Review Container Labeling</li> <li>• Hazards</li> <li>• Hazard Material Request Form for Purchase</li> <li>• Storage requirements</li> <li>• <a href="#">Safety Data Sheet</a> (SDS) availability</li> </ul>
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> <li>• Applies to temperatures greater than 85°F</li> <li>• Drink Extra Water (Ice available in the break room)</li> <li>• High Heat Days will be posted on the employee board</li> <li>• Take periodic breaker indoors or in the shade from heat (min 5 minutes)</li> <li>• Contact EHS for training availability</li> </ul>
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> <li>• Safety Glasses shall be worn when there is potential for debris entering the eye</li> <li>• Safety Shoes request form</li> <li>• PPE Available from Stock Room</li> <li>• Safety Shoes and Traffic Vest shall be worn at all times</li> <li>• Contact EHS for training availability</li> </ul>
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> <li>• Only rain water or sprinkler run-off are allowed down the drain</li> </ul>

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**Grounds Maintenance**

**Landscaping**

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Confined Space Program (8 CCR 5156-5158)		<ul style="list-style-type: none"> <li>• <a href="#">Review SCU Confined Spaces</a></li> <li>• <a href="#">Review SCU Confined Space Access</a></li> <li>• <a href="#">Review SCU Confined Space Permit</a></li> <li>• Contact EHS for training availability.</li> </ul>
Equipment/ Tool Safety		<p>Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area</p> <ul style="list-style-type: none"> <li>• Blower Operation</li> <li>• Chipper Operation</li> <li>• Forge Chipper Operation</li> <li>• Line Trimmer Operation</li> <li>• Mower Operation</li> <li>• Power Mate Operation</li> <li>• Walk Behind Edger Operation</li> </ul>
Fall Protection		<ul style="list-style-type: none"> <li>• Elevated Work Surfaces</li> <li>• Fall Protection Harness and Lanyard</li> <li>• Ladder Safety</li> <li>• Contact EHS for training availability.</li> </ul>
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Forklift Safety (8 CCR 3649-3668)		<ul style="list-style-type: none"> <li>• Contact EHS for Training Class and Hands-On Training</li> </ul>
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> <li>• Review Container Labeling</li> <li>• Hazards</li> <li>• Hazard Material Request Form for Purchase</li> <li>• Storage requirements</li> <li>• Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) availability</li> </ul>
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> <li>• Applies to temperatures greater than 85°F</li> <li>• Drink Extra Water (Ice available in the break room)</li> <li>• High Heat Days will be posted on the employee board</li> <li>• Take periodic breaker indoors or in the shade from heat (min 5 minutes)</li> <li>• Contact EHS for training availability.</li> </ul>
Pesticide Program		<ul style="list-style-type: none"> <li>• Pesticide Mixing and PPE required (Safety Glasses, Face Shield &amp; Chemical Resistant Gloves)</li> <li>• Pesticide Application and PPE required (Safety Glasses, Arm Sleeves or Long Sleeve Shirt and Nitrile Gloves)</li> </ul>
Personal Protective Equipment (PPE) (8 CCR 3380)		<p>Review PPE availability, limitations and when required per current job assessments</p> <ul style="list-style-type: none"> <li>• Ear Muffs or plugs shall be worn when operation the chipper, forge chipper, walk behind edger, line trimmer use, mower and blower</li> <li>• Safety Glasses shall be worn when there is potential for debris or chemicals entering the eye</li> </ul>

		<ul style="list-style-type: none"> <li>• Safety Shoes request form</li> <li>• PPE Available from Stock Room</li> <li>• Safety Shoes and Traffic Vest shall be worn at all times</li> <li>• Contact EHS for training availability</li> </ul>
Respiratory Training: Appendix D (29 CFR 1910.134)		<ul style="list-style-type: none"> <li>• Review respirators are not required per their job function</li> <li>• Respirators are available for optional use, need to sign Appendix D. Contact EHS for training availability</li> <li>• If a respirator is to be used, it needs to be stored in a sealed bag when not in use and should be an N95</li> </ul>
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> <li>• Only rain water or sprinkler run-off are allowed down the drain</li> </ul>

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**Waste Management**

Required Knowledge Areas	Yes	EHS Work Area Hazard Specific Training
Back Injury Prevention		Provide information on the proper care of the back to help reduce the potential for back injuries in the work place.
Equipment/ Tool Safety		Ensure that you have received the operating instructions or have received training on the safe operation of equipment and tools in your area <ul style="list-style-type: none"> <li>• Compactor Safety</li> </ul>
Fire Extinguisher Training (8CCR 6151)		Training shall include the types of fire extinguishers at Santa Clara University and fires they are designed for use. Contact EHS for training availability.
Hazard Communication (8 CCR 5194)		<ul style="list-style-type: none"> <li>• Review Container Labeling</li> <li>• Hazards</li> <li>• Hazard Material Request Form for Purchase</li> <li>• Storage requirements</li> <li>• <u>Safety Data Sheet (SDS)</u> availability</li> </ul>
Heat Illness and Injury Program (8 CCR 3395)		<ul style="list-style-type: none"> <li>• Applies to temperatures greater than 85°F</li> <li>• Drink Extra Water (Ice available in the break room)</li> <li>• High Heat Days will be posted on the employee board</li> <li>• Take periodic breaker indoors or in the shade from heat (min 5 minutes)</li> </ul>
Personal Protective Equipment (PPE) (8 CCR 3380)		Review PPE availability, limitations and when required per current job assessments <ul style="list-style-type: none"> <li>• Safety Glasses shall be worn when there in potential for debris or chemicals entering the eye</li> <li>• Safety Shoes request form</li> <li>• PPE Available from Stock Room</li> <li>• Safety Shoes and Traffic Vest shall be worn at all times</li> </ul>
Storm Water Pollution Prevention Training		<ul style="list-style-type: none"> <li>• Only rain water or sprinkler run-off are allowed down the drain</li> </ul>