

EMPLOYEE SAFETY TRAINING CHECKLIST: OFFICES

(Supervisor should file this form for each employee and update as needed)

Under California law and campus policy, **supervisors must provide documented safety training for:** new employees; employees given new job assignments for which training has not previously been received; whenever new hazards are introduced, or are recognized. Training can be formal or informal, and individual or group-based. This checklist provides a good start towards documenting training but it may not address every possible safety issue in the workplace. Also, there are separate training requirements for personnel working outside of the office spaces. Departments must create individualized training requirement checklists for non-office personnel based on the hazards associated with each position. Questions on this program should be directed to your local Department Safety Representative (DSR), or EH&S (x-5288).

Employee Name _____
Supervisor Name _____

Job Title _____
Job Title _____

General Safety: (applies to all)

Per specific Cal-OSHA regulations, all campus employees must receive **documented training** on the UCSB safety programs listed in this box. Most of the required training is covered **FOR** supervisors by having the employee view one of the modules (*footnote #2*). **It is strongly recommended that all individuals view their respective modules BEFORE completing this form.** Mark off all items listed below with the employee:

- employee has viewed and completed Safety Orientation 2018:
DATE module was taken: _____
- knows the *UCSB Health & Safety* binder is located: _____ reviewed the Department's
- Emergency Action Plan
- knows the location of written Department IIPP
- reviewed role and identity of our Departmental Safety Representative
- reviewed the function/location of the [Hazard Reporting](#) form or [Online Hazard Reporting](#)
- reviewed the function/location of the Department Safety Bulletin Board

Specific Safety Issues: (if applicable)

For Further Information:

- Ergonomic issues (e.g. workstation evaluation.; back safety)..... EH&S Ergonomics Coordinator
- [Campus smoking policy](#)No smoking in campus buildings

Other Applicable/Local Safety Training: e.g., personal protective equipment; Safety Data Sheets for chemical users, etc. (note the subject/date/trainer)

I understand this training and agree to comply with safe work practices.

Supervisor's signature

Date

Employee's Signature

Date

Footnotes:

1. This document and the associated **Self-Inspection Checklist** can be found at: <http://ehs.ucsb.edu/iipp> click on: "UCSB Health and Safety Binder", then "Injury and Illness Prevention Program" near the bottom of the page. – IIPP Self-Inspection checklists are found in a tab on the left side of the webpage.

2. Modules can be found at: <http://ehs.ucsb.edu/training>