



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

**Employee Training Checklist
For
Facility Services and
Housing and Residence Life**

Employee's Name:		Supervisor's Name:
Phone Number:		Phone Number:
DEPARTMENT:		
Initial & Date when each item is completed		Instructions: All employees should be trained in the topics areas on this list to ensure compliance with UNCG safety and health policy and procedures and to reduce the occurrence of workplace illness and injury. 1) Please date and initial each activity when completed by employee. 2) If an activity is not completed, please leave blank. 3) Place a copy in employee's personnel file. 4) Return completed and signed original form to Office of Safety.
Employee	Supervisor	

I. SAFETY ORIENTATION

		Viewed <i>Introduction to Safety</i> DVD. (DVD can be viewed at http://www.uncg.edu/sft/)
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II. POLICIES AND PROCEDURES

		Located and reviewed sections that pertain to employee's work tasks in UNCG Safety and Health Policy and Procedure Manual (http://www.uncg.edu/sft/mntabcon.html)
		Reviewed emergency telephone numbers
		Reviewed <i>UNCG Health and Safety Resources Contact List</i> (available on-line at http://www.uncg.edu/sft/training.html)
		Located fire alarm pull stations in building
		Located emergency exit routes in building
		Walked to building's emergency assembly point outside building
		Reviewed access requirements for building hallways and fire extinguisher
		Instructed that all items are to be stored 20 inches below the ceiling or 18 inches below sprinkler heads

III. HAZARD ASSESSMENT

		Identified all chemicals that employee will use in the work environment.
		Located and reviewed Material Safety Data Sheet (MSDS) for each chemical. (UNCG chemical MSDS can be found and printed at http://www.actiocms.com/chemquik/mainpage.cfm)
		Appropriate PPE gloves and safety glasses have been given to employee
		Employee has been shown how to proper wear and care for personal protective equipment.

IV. EDUCATION AND TRAINING

(Go to <http://www.uncg.edu/sft/training.html> and click on Housekeeping Environment)

		Completed Hazard Communication on-line training module.
		Completed Avoiding Back Injuries on-line module.
		Completed Slips, Trips and Falls on-line module.

V. BLOODBORNE PATHOGENS TRAINING AND PREVENTION

		Viewed Bloodborne Pathogens on-line training module.
		(Please circle employee's decision) Employee has completed HepB vaccine declined vaccine
		Hepatitis B paperwork completed and mailed to Office of Safety.