



THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

Employee
Training Checklist
For
Office Environments

Employee's Name:	Supervisor's Name:
Phone Number:	Phone Number:
Department:	

INSTRUCTIONS

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) 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 UNCG Safety Orientation 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>Resource 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 egress requirements for building hallways and fire extinguisher
		Employee is aware that all items are to be stored 2 feet below the ceiling or 18 inches below sprinkler heads.
		Reviewed Job Safety Analysis (JSA) for each task the employee will perform

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). The MSDS site can only be accessed from UNCG on-campus computers.

IV. EDUCATION AND TRAINING

(Go to <http://www.uncg.edu/sft/office.html>)

		Completed <i>Office Ergonomics</i> on-line module
		Completed <i>Preventing Back Injuries</i> on-line module
		Completed <i>Preventing Slips, Trips and Falls</i> on-line module