



University of South Carolina Aiken
Employee Workplace Orientation

Employee: _____

Job Title: _____

Supervisor: _____

Promoting a Culture of Safety

USCA is committed to maintaining a safe environment for you, all employees, students, and visitors. If you see a potentially hazardous condition, report it to Operations or campus police immediately. Work with your colleagues and University administrators to promote safety in your area; think safety. If you can, consider ways to reduce or eliminate hazards by improving work practices or procedures. If you experience a job-related injury or “near miss,” report it to your manager or supervisor immediately. Apply the USCA safe work process: Understand the task – See what is actually there (will conditions change) - Coach yourself or colleague (do it right the first time) – Act on what you know.

General Employee Training (GET) Completion and Testing Date: _____

Workplace Orientation

Become familiar with campus safety by reviewing emergency equipment and procedures with your supervisor: (initial)

- _____ Review USCA General Employee Training
- _____ Locate the two, fire alarm pull stations nearest your office and work area.
- _____ Locate the fire extinguishers nearest your office and work area.
- _____ Locate your department’s First Aid Kit and building AED.
- _____ Locate a posting of emergency evacuation routes. Review the routes from your work area.
- _____ Locate emergency exits and Areas of Rescue Assistance (ARA).
- _____ Find the EAP and “Map of Rally Points”.
- _____ Memorize the campus emergency number: campus phone (6111), cell 803-648-4011 or blue light phone.
- _____ Locate applicable Safety Data Sheets (SDS) for hazardous materials and the appropriate waste containers.
- _____ Review injury and illness reporting procedures with the employee.

Job Hazard Analysis (Not all Inclusive)

- Does the job require operation of potentially hazardous equipment?
- Is the employee likely to handle potentially hazardous materials?
- Does the job require personal protective equipment (PPE) to perform the job safely? Does the employee have clean, fitted, serviceable and appropriate PPE as required? Examples: safety glasses, gloves, hardhat, ear protection, etc.
- Is the lighting in the work area inadequate to perform essential job functions safely?
- Are there any uncovered outlets or exposed electrical wires in the work area?
- Are there any potential trip hazards in your work area?
- Is there any required or specialized safety training?
- Will the employee’s duties and responsibilities involve other potential hazards or risks of illness or injury?
- Examples: Dust, allergens, heat, shock, muscle strain, excessive noise, etc.

Employee Signature: _____ Supervisor Signature: _____ Date: _____

Instructions: Supervisor is to ensure employee receives GET and passes the written exam. The supervisor is to provide the workplace orientation to the employee. JHA is to be completed by the supervisor and necessary controls should be implemented. All hazards and controls must be communicated to the employee. This form is to be kept in the employee’s file by the supervisor for the duration of employment and must be displayed on request by the EHS Manager or other auditor. If the work area changes or new hazards are presented, a new Workplace Orientation must be conducted. Please call the EHS office with any questions or to schedule additional training.