

New Employee Training Checklist

First Day (Supervisor or designee)

Check when complete:
Introduce new employee to their Volunteer Leaders
Show new employee evacuation routes in the event of a building alarm
Show new employee location of their Assembly Area

Must be completed by employee within 30 days of employment

MasteryNet On-Line - Health & Safety Orientation: http://www.aba.csueastbay.edu/ehs/ Contact Lyanh Luu in EHS at 510-885-4138 if you have problem logging onto MasteryNet
<ul style="list-style-type: none">• Emergency response• Ergonomics• Injury and Illness Prevention (IIPP)• Workplace Violence

Other Training

Sexual Harassment On-Line Training (Non-Management): Understanding your Rights and Responsibilities. Required training for all California State University employees in non-supervisory roles http://www.calstate.edu/gc/AntiSexualHarassmentTraining/sh-page1.shtml
Sexual Harassment On-Line Training (Management): Required training for all California State University employees who supervise staff or students. You will receive an e-mail with log in information.

Must be completed before operating any vehicle for CSUEB

Driving a state vehicle (including carts) Submit " Authorization to Release Driver Record " form to Carmen Rusca (SA 4700) Once she receives your completed form, she will sign you up for MasteryNet On-Line – Defensive Driving Training http://www.aba.csueastbay.edu/ehs/ . If you have questions contact her at extension 5-3833.

All new employees at Cal State University, East Bay are required to complete **mandatory** New Employee Safety Training within **30 days of employment**. New employees include all Staff, Faculty, Student Assistant and Temporary/ Casual workers. Should you have any questions regarding the training or accessing the website, please contact Environmental Health & Safety at extension 5-4139.

Employee's Name _____ NetID _____

Supervisor's Signature _____

Department _____

- Division
- College of Business and Economics
 - College of Education and Allied Studies
 - College of Letters, Arts, and Social Sciences
 - College of Science
 - Administration and Finance
 - Academic Programs

Please complete the training as soon as possible. Return the completed form to EHS (SA 4700).