

NEW EMPLOYEE TRAINING CHECK LIST

This form is to be completed during the processing as a new employee or new job assignment if the assignment falls in a new JOB SAFETY ANALYSIS area. This form will be kept in your personnel file. **Each area must be completed.**

Name: _____ Emplid or last four of SSN: _____

Print Name Clearly

Work Location: ARC / CRC / DO / ETHAN / FLC / FM / SCC

Dept/Division Area: _____

Area Dean/Supervisor: _____

Type of Work: _____
(Student Help-SH, College Work Study-CWS, Temp Clerical, or PT Inst., Job Title-if Regular Position)

Date Employed: _____ New Hire: OR New Assignment:

If Applicable, previous Work Area (This applies to those already employed by Los Rios who have made a complete change. For example: A Custodian moving to College Police.): _____

- A. Was a Medical Questionnaire form completed? Yes No
(If applicable to position for which hired)
- B. Has Employee taken pre-employment physical? Yes No
(If applicable to position for which hired)
- C. Can you perform the essential functions of this position? Yes No
(Please contact HR at (916) 568-3112 if you require reasonable accommodation.)

If answer to C is **no**, please explain:

Please read the attached information and then answer the following:

I HAVE BEEN INFORMED OF THE FOLLOWING:

- 1. District Safety Policies and Programs Yes No
- 2. Safety rules, both general and specific to job Yes No
 - 2.1 How, when and where to report injuries Yes No
- 3. Safety rule enforcement procedures Yes No
- 4. Required and/or recommended personal protective equipment (i.e., shoes, gloves, etc.) Yes No
- 5. Handling of materials related to position Yes No
- 6. Importance of housekeeping Yes No
- 7. Special hazards of job (see the Job Safety Analysis form) Yes No
- 8. When and where to report unsafe conditions Yes No
- 9. Safe operation of vehicle Yes No
- 10. Asbestos Awareness Yes No
- 11. Other (List specifics) _____ Yes No

Employee Signature: _____ Date: _____

Hiring Representative Signature: _____ Date: _____

Note: Hiring Representative is to ensure that letters A-C are answered, numbers 1-10 are answered "yes", and #11 is answered.

Los Rios Community College District - New Employee Training Information

1. HEALTH AND SAFETY POLICY

The personal health and safety of each employee is a primary concern of Los Rios Community College District and shall always be a part of and equal to any function of work performed. The objective of the Health and Safety Program is to minimize the number of disabling injuries and illnesses that occur during any school year. A complete copy of the program is maintained in the office of **Vice President of Administration/Director**, and is available for your review.

Safety is the responsibility of all managers/supervisors at all levels and all managers/supervisors will be held accountable for loss prevention.

The Health and Safety Program shall conform with the practices of the California Occupational Safety and Health Act of 1973 and California Code of Regulations, Title 8, and shall include:

- a. Developing and enforcing specific safety and health rules.
- b. Training all employees in good health and safety practices.
- c. Conducting a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health and safety hazards, and to discover and report non-compliance with established health and safety standards.
- d. Providing physical security of the College's people and property.
- e. Investigating, promptly and thoroughly, every accident to find out what caused it in an attempt to prevent its recurrence.
- f. Complying with all applicable laws and regulations.

2. SAFETY RULES

General Safety Rules

For the protection and safety of all employees, **Los Rios Community College District** has established the following rules designed to prevent accidents and injuries. Compliance with these rules will be mandatory. Documentation will be made when the rules are distributed to new employees.

1. **All accidents and injuries must be reported to the supervisor at the time of occurrence.**
2. Machines or equipment shall not be operated until you have received proper instructions on their operation.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be immediately reported to your supervisor or appropriately cleaned up.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered, except by the workers performing the work.
6. Any defective tool or equipment must not be used and immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Departmental Safety Rules, when applicable, will be posted in appropriate work areas.

Chemicals

1. Chemicals meeting the definition of "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will not be purchased and/or brought into a site for usage without:
 - a. MATERIAL SAFETY DATA SHEET, Form OSHA-20, or equivalent information on file and
 - b. Express consent or approval of the designated college Safety Coordinator.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate MATERIAL SAFETY DATA SHEET (Form OSHA-20).
3. All containers will be labeled as to their contents -- to include hazardous wastes.

Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands, or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzle is forbidden.

Machine Operating

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to supervisor for any unsafe equipment that is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip nook, or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

Fire Emergency

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s), fire blanket(s) and stretchers.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits, or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "No Smoking" areas.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

Medical Emergency

All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

3. SAFETY RULE ENFORCEMENT PROCEDURE

All employees are required to follow safe working practices and to comply with the general safety rules of the district. For specific procedures refer to your collective bargaining agreement.

4. PROTECTIVE EQUIPMENT

1. Safety glasses will be worn when eye protection is required, i.e., where posted. Photogray or sunglasses will not be allowed in shop areas.
2. Safe shoes may be required in some positions. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is a danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA).

5. MATERIALS HANDLING

1. Lifting: Attempting to lift or push an object that is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. Hand trucks will be pulled when in transit except when going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids, or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

6. IMPORTANCE OF HOUSEKEEPING

The foundation for a safe, healthful, and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.
7. Spitting of tobacco, shells, or throwing of cigarette butts, etc., on the floor is prohibited.
8. Proper/safe lifting techniques are to be used when lifting or moving any object.

7. SPECIAL HAZARDS OF JOB

(Refer to your **Job Safety Analysis Form** – these forms are available on-line at “www.losrios.edu”, click on “Employees”, click on “All other links are only available from a Los Rios Computer - click here to enter”, click on “Human Resources”, click on “Job Safety Analysis”, then choose the appropriate position.)

8. WHEN AND WHERE TO REPORT UNSAFE CONDITION

Report any unsafe condition to your supervisor immediately. An Employee Safety Information Form is available from your supervisor or Vice President of Administration.

9. SAFE OPERATION OF VEHICLE

If your position requires driving as a regular activity, recommended actions and procedures for safe operation of vehicle will be provided on the Job Safety Analysis Form. Employees that use their privately owned vehicles on district business or use district vehicles on a non-routine basis should obtain approval from their supervisor and be aware of district driving policies and regulations prior to driving.

10. ASBESTOS

Although many buildings throughout the district do not contain asbestos, some buildings do. This information will help you learn more about asbestos in the buildings.

Asbestos is a term given to a group of fibrous minerals commonly used in buildings because of their strength, durability and resistance to heat. Like many other buildings of its era, many buildings were constructed with some material, which contains asbestos. Asbestos is only hazardous if the material is damaged and capable of releasing small asbestos fibers. Very small fibers may cause lung cancer and asbestosis if inhaled in sufficient quantity over an extended period.

An independent asbestos consultant has conducted a survey of the district's buildings. It was found that there is asbestos present in the pipe insulation, some floor tiles and ceiling tiles. All reports about these materials are on file in the Vice President of Administration Office. The only asbestos at the district office is in some floor tiles in the custodial closets.

According to the United States Environmental Protection Agency (E.P.A.), the presence of asbestos in a building does not mean that the health of the building's occupants is endangered. Asbestos presents a potential health hazard only when it becomes airborne and inhaled.

Asbestos-containing materials should be handled only by trained personnel and not be disturbed in any way by the building occupants. For this reason the asbestos containing materials should not be scraped, punctured, or otherwise disturbed. If it is necessary to disturb, or if a disturbance occurs by accident (including by earthquake or water leak), please notify the Vice President of Administration's office or in case of emergency hours, please contact the Boiler Room.

If you have any questions about asbestos, please feel free to contact the Vice President of Administration office, Facility Management, or General Services.