



Acknowledgement of Safety Rules, Emergency Procedures and Hazard Communication Training

Instructions:

- Supervisor checks all safety instructions sections that apply. Employee obtains the corresponding safety instructions from the web site <http://oregonstate.edu/ehs/safety-instructions>.
- Employee reads the instructions carefully and reviews them with the supervisor or department head, along with information regarding emergency procedures and hazard communication.
- Employee indicates the completion of each activity by initialing in the space provided.
- Supervisor places this form in departmental personnel file and sends a copy to EH&S.
- The completion and return of this form should receive IMMEDIATE action.
- This form addresses basic safety guidelines that must be completed prior to starting work. Many work place operations require additional training not represented. Go to [Safety Instructions](#) for additional safety topics.

Safety Instruction Title (Number)	Initials
1. <input type="checkbox"/> General and Office Safety (59)	_____
2. <input type="checkbox"/> Classroom Safety (45)	_____
3. <input type="checkbox"/> Physical Labor Safety (46)	_____
4. <input type="checkbox"/> Food Service Safety (47)	_____
5. <input type="checkbox"/> Electrical Safety/LOTO (11) (32)	_____
6. <input type="checkbox"/> Painting Safety (48)	_____
7. <input type="checkbox"/> Housekeeping (52)	_____
8. <input type="checkbox"/> Health Care Environment (53)	_____
9. <input type="checkbox"/> Shop Safety (49)	_____
10. <input type="checkbox"/> Material Handling/Warehouse (54)	_____
11. <input type="checkbox"/> Forklift Safety (55)	_____
12. <input type="checkbox"/> Crane and Hoist Safety (50)	_____
13. <input type="checkbox"/> Welding/Burning Safety (57)	_____
14. <input type="checkbox"/> Laboratory Safety (60) (81)	_____
15. <input type="checkbox"/> Elevated Work Surfaces (37)	_____
16. <input type="checkbox"/> Construction/Excavation Safety (42)	_____
17. <input type="checkbox"/> Vehicle Safety (OSU Policy SAF 206) ..	_____

It is recommended that ALL employees review the Department of Public Safety [Emergency Procedures Manual](#) (http://oregonstate.edu/dept/security/emergency_info), and the SAIF video [Office Ergonomics: Simple Solutions](#) (http://www.saif.com/employer/safety/safety_1194.aspx) as part of their initial safety training.

The following Emergency Preparation items are important. Check each item as you review it with your supervisor.

- _____ Know the meaning of emergency warning signals in your work area.
- _____ Know the location of fire alarm pull stations and fire extinguishers.
- _____ Know the location of exits, escapes, and evacuation routes.
- _____ Know the location of automated external defibrillators (AEDs) and first aid kits.
- _____ Know how to get help in case of an emergency and how to report accidents.

Hazard Communication Training – Refer to the [Working Safely with Hazardous Materials](#) Booklet
(<http://oregonstate.edu/ehs/sites/default/files/pdf/osuhazcombook.pdf>)

Your supervisor will review with you the hazardous chemicals in your work area that you may be exposed to.

- _____ Know what safety procedures should be followed and what protective equipment should be worn.
- _____ Know how to obtain chemical safety information.

I have read the rules indicated by my initials in the chart above, and understand their meaning and intent. I assure my co-workers and supervisor that I accept and will apply these rules to my work.

Department (print/type)

Employee Name (print/type)

Supervisor Name (print/type)

Employee ID Number

Signature of Supervisor

Date

Signature of Employee

Date

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