

California Institute of Technology

Facilities Safety Orientation Checklist

Instructions

Please discuss the items on this sheet with your employee. Check off the items or mark N/A if they do not apply to your work environment. (Note: The Emergency Procedures section applies to all employees.) In addition to the list below, every employee must receive work-area-specific safety training before starting work.

Personal Information

Trainee's Last Name: _____

Trainee's First Name: _____

Position: _____

Shop: _____

Trainer's Last Name: _____

Trainer's First Name: _____

Emergency Procedures – This Section is Required

- ☐ For Campus emergencies, dial 5000 from a campus phone or 626-395-5000
- ☐ Location of the nearest emergency exit and alternate route(s)
- ☐ Emergency assembly point for the building: _____.
- ☐ Location of fire extinguishers, eyewash and shower stations, first aid kits, AED's, and pull stations
- ☐ Notify Supervisor of any injury/illness at work
- ☐ Update emergency contact information at <http://access.caltech.edu>
- ☐ Safety Data Sheet locations (<https://safety.caltech.edu/root-pages/sds>)

Hazard Specific Training

For trainings available through the Safety Office go to <https://safety.caltech.edu/training-/training-opportunities>

Check Applicable Topics	Topic	Training By (Supervisor, Safety Office, Other)	Date Trained
☐	New Employee Safety Orientation (this form)		
☐	Back Safety Training		
☐	Bloodborne Pathogens (working with human cells, blood, tissue and fluids)		
☐	Confined Space Training		
☐	Electrical Safety Awareness		
☐	Fire Prevention Plan		
☐	Forklift Training		
☐	Hazard Communication Training		
☐	Hearing Conservation Training		
☐	Industrial Truck Training		
☐	Ladder Safety Training		
☐	Other:		
☐	Other:		
☐	Other:		
☐	Other:		
☐	Other:		

I reviewed and understand the above-listed Safety Orientation items.

Trainee's Signature _____

Date: _____

Trainer's Signature _____

Date: _____