

Department Specific Safety Orientation Checklist

Employee/Student Name: _____

Email: _____

Orientation Date: _____

Direct Report Name:

Safety Management

- Department Incident Reporting
- Report Unsafe Conditions/Hazards

Security Management

- How to Contact Security Dispatch
- Parking Garage Safety
- Code Silver
- Code Pink
- Securing Personal Property
- Emergency Call Boxes

Hazardous Materials and Waste Management

- Eyewash and Safety Showers
- Chemicals Utilized in Departments
- Safety Data Sheets (SDS)
- 3E-Online
- Personal Protective Equipment
- Spill Procedures
- Disposal Procedures

Emergency Management

- Staff Responsibilities:
 - Code Gray
 - Code Black
 - Code Yellow
- Telephone Disaster Call Back List
- Department 2-way Radios

Fire Prevention

- Departmental Fire Procedures
- Evacuation Plans

Location of:

- Fire Extinguishers
- Alarm Pull Stations
- Fire Doors
- Emergency Exits
- Evacuation Equipment
- Smoke Compartments
- Area of Refuge

Medical Equipment Management

- Equipment Failure and Emergency Response
- Equipment Sticker Meanings

Utilities Management

- Location of Medical Gas Shut-Off Valves
- Emergency (red) Outlets
- Departmental Utility Failure and
- Emergency Response Plans

Training completed by:

Dallas: _____

Plano: N/A _____

Date(s): _____