

## New Employee Safety Checklist

Supervisors must review and complete this checklist as soon as possible when a new employee begins work. This checklist applies to permanent, contract, or temporary employees and relates specifically to safety or other compliance issues - there are also checklists from Human Resources with procedures and training for new hires.

Employee Name		Job Title	
Supervisor Name		Date	
Location/Department			

**Does this position require the following reviews or clearances?** Supervisors must review the position description to determine if these are required. Consult with Risk & Safety Services ([ehs@ucanr.edu](mailto:ehs@ucanr.edu)) if you are unsure.

✓	Background or other check/verification	Resources
	Criminal Records Review Fingerprinting (DOJ/FBI)	<a href="https://ucanr.edu/sites/default/files/2020-11/41435.pdf">https://ucanr.edu/sites/default/files/2020-11/41435.pdf</a>
	Background Check (Sterling)	Contact Human Resources ( <a href="mailto:anrstaffpersonnel@ucanr.edu">anrstaffpersonnel@ucanr.edu</a> )
	DMV Employer Pull Notice (EPN) Enrollment	<a href="https://ucanr.edu/site/fleet-operations">https://ucanr.edu/site/fleet-operations</a>
	Department of Transportation Drug Testing	Contact Human Resources ( <a href="mailto:anrstaffpersonnel@ucanr.edu">anrstaffpersonnel@ucanr.edu</a> )
	Other licenses or certifications required for the job? (example: pesticide applicator QAC/QAL, etc.)	

### Occupational Health Screening and/or Surveillance

✓	Type of medical evaluation	Resources
	Pre-employment physical	Contact Human Resources ( <a href="mailto:anrstaffpersonnel@ucanr.edu">anrstaffpersonnel@ucanr.edu</a> )
	Respirator use	<a href="https://ucanr.edu/site/anr-environmental-health-safety/respiratory-protection-program">https://ucanr.edu/site/anr-environmental-health-safety/respiratory-protection-program</a>
	Exposure to animals or biological hazards	<a href="https://safety.ucanr.edu/article/occupational-health-surveillance-system-ohss">https://safety.ucanr.edu/article/occupational-health-surveillance-system-ohss</a>
	Hearing conservation program	Contact Risk & Safety Services ( <a href="mailto:ehs@ucanr.edu">ehs@ucanr.edu</a> )
	Work with organophosphate pesticides	Pesticide Operations: <a href="https://safety.ucanr.edu/Safety_Notes/">https://safety.ucanr.edu/Safety_Notes/</a> Contact Risk & Safety Services ( <a href="mailto:ehs@ucanr.edu">ehs@ucanr.edu</a> )

### Safety Training

✓	Type of safety training	Resources
	New Employee Safety Orientation ( <i>all employees</i> )	Web-based training: <a href="https://surveys.ucanr.edu/survey.cfm?surveynumber=42038">https://surveys.ucanr.edu/survey.cfm?surveynumber=42038</a>
	Injury & Illness Prevention Program (IIPP) ( <i>all employees</i> )	Web-based training: <a href="https://ucanr.edu/site/anr-environmental-health-safety/safety-training-resources">https://ucanr.edu/site/anr-environmental-health-safety/safety-training-resources</a> Review your site-specific written program
	Emergency Action & Fire Prevention Plan (EAFPP) ( <i>all employees</i> )	Review your site-specific written program
	Incident/Injury Reporting ( <i>all employees</i> ) Employees should report work-related injury or illness, property damage, theft, etc. to their supervisors	Safety Note 123 (Workplace Injury): <a href="https://my.ucanr.edu/sites/safety/files/1369.pdf">https://my.ucanr.edu/sites/safety/files/1369.pdf</a> Safety Note 163 (Property Damage or Loss): <a href="https://my.ucanr.edu/sites/safety/files/389922.pdf">https://my.ucanr.edu/sites/safety/files/389922.pdf</a>
	Review the safety training plan and tracking form. Supervisors are to complete based on employee duties and specific job hazards.	Separate forms for Office, Field, Lab, or Maintenance employees: <a href="https://safety.ucanr.edu/Plans_Forms_and_Templates/">https://safety.ucanr.edu/Plans_Forms_and_Templates/</a>
	Ergonomics ( <i>Employees in the clerical union must have an ergonomic assessment upon hire. Employees using computers should have an assessment</i> )	Ergonomics Training & Self-assessment via Risk & Safety Solutions: <a href="https://safety.ucanr.edu/Programs/Ergonomics/">https://safety.ucanr.edu/Programs/Ergonomics/</a>
	Driver safety ( <i>if the employee will drive on UC business</i> )	Web-based training: Safe Driver Awareness <a href="https://safety.ucanr.edu/Programs/Driver_Safety/">https://safety.ucanr.edu/Programs/Driver_Safety/</a>
	UC Lab Safety Training ( <i>if the employee ever works in a lab</i> )	Web-based training: <a href="https://ucanr.edu/labsafetytraining">https://ucanr.edu/labsafetytraining</a>
	Personal Protective Equipment (PPE)	Supervisor must provide and review the use of any PPE that is related to job tasks.