**Supervisors must complete this form during the first week of employment for a new hire and return it to the agency EHS Officer via fax or email.** Please review each item with the new hire and initial next to it; indicate N/A for not applicable items.

|  |  |
| --- | --- |
| **Initial or N/A** | **Unit Safety Item** |
|  | Building emergency procedures for fire, severe weather, medical emergencies, etc. reviewed. (Employee Emergency Reference Guide - [EERG](https://tfsweb.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/TFS%20EERG%203-23-2020.pdf)): |
|  | Emergency equipment and location - such as emergency exits, fire extinguishers, emergency showers and eye washes, first aid kits, and Automatic External Defibrillators (AED’s) - have been identified. |
|  | Report all work-related injuries/illnesses and motor vehicle accidents to supervisor as soon as possible. |
|  | Report unsafe conditions, near misses, and suspicious activities to supervisor. |
|  | Personal Protective Equipment (PPE) requirements and how to obtain it. |
|  | Safety Data Sheets that apply to employee’s position and where to locate them. (Safety Data Sheet (SDS) Databases: <https://tfsweb.tamu.edu/staffresources/safety/>) |
|  | Only trained and authorized workers are allowed to use power tools and equipment. Ensure tools, equipment, and cords are in good condition prior to use. |
|  | Only trained employees are allowed to operate forklifts, skid steers, aerial work platforms, tractors, riding lawn mowers, service vehicles, ATVs, UTVs, UAVs and other powered equipment. |
|  | Workplace hazards and safe work procedures unique to the employee’s position (e.g. hazardous materials storage). |

**Certification of Completion**

New Employee (Please Print) Signature Date

Supervisor (Please Print) Signature Date

**Return to the agency EHS Officer at** [**safety@tfs.tamu.edu**](mailto:safety@tfs.tamu.edu) **or fax (979) 458-6699.**