



## New Hire Orientation

Public Safety Department  
Environmental, Health and Safety (EHS) Division  
Standard Operating Procedure (SOP) #30

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

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### I. Purpose

The purpose of this standard operating procedure (SOP) is to provide guidance for all departments on new employee safety orientation and training.

### II. Definitions

- A. New Employee – new hire (full or part-time) transferred employee, employee performing new task, and contractors.
- B. Required Training (ReqT) – mandated by governmental agency.
- C. Recommended Training (RecT) – recommended by one or several agencies (governmental, insurance, professional safety).

### III. Responsibilities

#### A. Department Heads

Hold the appropriate supervisors/individuals accountable for their responsibilities listed in this SOP.

#### B. Supervisors

1. Ensure that all new employees receive initial and follow-up safety training as listed in Appendix A.
2. Review the employee's skills, knowledge and experience prior to giving job instructions. Do not assume the employee is capable of performing a job assignment.
3. Discuss and reinforce the following with new employees:
  - a. The College is concerned about providing a safe and healthful working environment for all the employees.
  - b. The College is sincerely interested in the prevention of accidents.
  - c. Although accidents may occur, usually they can be prevented.
  - d. All employees are required to report unsafe conditions or unsafe practices to their immediate supervisor.
  - e. The College does not expect an employee to perform a job assignment that is not safe.
  - f. All injuries, no matter how minor, and any near misses, should be reported to their immediate supervisor.
  - g. Provide detailed job instructions. No employee will be expected to perform an assignment until proper instructions have been given and their supervisor has authorized the assignment.
  - h. Explain that supervisors are responsible and accountable for job instructions along with assuring safe working procedures and conditions.
4. Give the employee specific job instructions with emphasis on hazardous exposures and conditions. Explain and execute those instructions until you are completely satisfied that the instructions have been understood.

#### C. Public Safety

Assist supervisors in the initial and follow-up safety training of all new employees.

# *Required/Recommended Safety Training*

<i>Department</i>	<i>Required/Recommended</i>	<i>Standard</i>	<i>When</i>
A.B. Engineering	Required	Air Contaminants	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fire Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Lead	Upon Assignment, Refresher, Job, Process, Equipment changes
		Means of Egress	Upon Assignment, Job, Process, Equipment changes
		Ventilation	Before work w/o Supervision, Refresher
		Abrasive wheel machinery	Upon Assignment, Refresher
		Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Academic Resource Center	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
Substance Abuse	First Day		

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		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Admissions	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
American Studies	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Anthropology & Sociology	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher

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	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Art	Required	Abrasive wheel machinery	Upon Assignment, Refresher
		Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
		Woodworking machinery	Upon Assignment, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor

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		Workplace Violence	First Day
Athletic Communications	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Athletics	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Bloodborne Pathogens	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Bailey Health Center	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Bloodborne Pathogens	Upon Assignment, Refresher, Job, Process, Equipment

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			changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
		Medical Services and First Aid	First Day
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Biology	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Formaldehyde	Upon Assignment, Refresher, Job, Process, Equipment changes
		Ionizing/Nonionizing radiation	Before work w/o Supervision, Refresher
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher

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		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Finance/Business Affairs	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Career Services	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day



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		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Chaplain	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Chemical Engineering	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
		Head Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher

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		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Chemistry	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Ionizing/Nonionizing radiation	Before work w/o Supervision, Refresher
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Civil & Environmental	Required	Access Employee Exposure and Medical Records	First Day, Refresher

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Engineering			
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
Civil & Environmental	Recommended	Inspections, Citations and Proposed Penalties	First Day
Engineering			
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
College Store	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day

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		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
College Writing Program	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Community Outreach Center	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Computer Science	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher

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	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Computing Services	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Counseling Center	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher

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		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Custodial	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Asbestos	Upon Assignment, Refresher, Job, Process, Equipment changes
		Bloodborne Pathogens	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Foot Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Hazard Communication	First Day, Job, Process, Equipment changes
		Occupational noise exposure	Before work w/o Supervision, Refresher
		Powered platforms for building maintenance	Upon Assignment, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor

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		Workplace Violence	First Day
Dean of Enrollment Services	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Dean of Students	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Dean of Studies	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher

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		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Development & College Relations	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Economics and Business	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day



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		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Electrical & Computer Engineering	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Engineering	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes

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		Fleet Safety	First Day, Refresher
		Handling Material	Upon Assignment
		Powered Industrial Trucks	Upon Assignment
		Welding, Cutting, and Brazing	Before work w/o Supervision
		Woodworking machinery	Upon Assignment, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
English	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Financial Aid	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Fleet Safety	First Day, Refresher
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Foreign Languages & Literatures	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
General Counsel	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
General Trades	Required	Abrasive wheel machinery	Upon Assignment, Refresher
		Access Employee Exposure and Medical Records	First Day, Refresher
		Construction Safety	First Day, Refresher
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Foot Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Handling Material	Upon Assignment
		Hazard Communication	First Day, Job, Process, Equipment changes
		Occupational noise exposure	Before work w/o Supervision, Refresher
		Respiratory Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Spray finishing using flammable and combustible materials	Upon Assignment, Refresher, Job, Process, Equipment changes
		Woodworking machinery	Upon Assignment, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Geology & Environmental Geosciences	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Government & Law	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Grounds	Required	Abrasive wheel machinery	Upon Assignment, Refresher
		Access Employee Exposure and Medical Records	First Day, Refresher
		Bloodborne Pathogens	Upon Assignment, Refresher, Job, Process, Equipment changes
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fall Protection	Upon Assignment, Refresher
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Foot Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Handling Material	Upon Assignment
		Hazard Communication	First Day, Job, Process, Equipment changes
		Head Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Occupational noise exposure	Before work w/o Supervision, Refresher
		Powered Industrial Trucks	Upon Assignment
		Respiratory Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Servicing multi-piece and single piece rim wheels	Upon Assignment
		Vehicle-mounted elevating/rotating work platforms	Upon Assignment, Job, Process, Equipment changes
		Welding, Cutting, and Brazing	Before work w/o Supervision
	Recommended	Accident Investigation	First Day, Refresher

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
History	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Libraries	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Mathematics	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Mechanical Engineering	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher



# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

	General Safety	First Day
	Inspections, Citations and Proposed Penalties	First Day
	Office Safety	First Day
	Record/Report Occ Injuries and Illnesses	First Day
	Substance Abuse	First Day
	Walking & Working Surfaces	Before work without a supervisor
	Workplace Violence	First Day
Mechanical Trades	Required	Abrasive wheel machinery
		Upon Assignment, Refresher
		Access Employee Exposure and Medical Records
		First Day, Refresher
		Asbestos
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Bloodborne Pathogens
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Compressed Gases
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Electrical protective devices
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Electrical Safety
		Before Work w/o Supervision
		Employee emergency plans and fire prevention plans
		Upon assignment, Job, Process, Equipment change
		Eye and Face Protection
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety
		First Day, Refresher
		Foot Protection
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Handling Material
		Upon Assignment
		Hazard Communication
		First Day, Job, Process, Equipment changes
		Head Protection
		Upon Assignment, Refresher, Job, Process, Equipment changes
		Lockout/Tagout
		First Day, Refresher, Job, Process, Equipment changes, Other
		Occupational noise exposure
		Before work w/o Supervision, Refresher
		Permit-required Confined Spaces
		First Day, Refresher, Job, Process, Equipment changes,

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Other	
		Powered Industrial Trucks	Upon Assignment
		Powered platforms for building maintenance	Upon Assignment, Job, Process, Equipment changes
		Respiratory Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision
		Hotwork Permits	First Day, Refresher
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Music	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Philosophy	Required	Access Employee Exposure and Medical Records	First Day, Refresher

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Physics	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment changes
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Hand and portable power tools and equipment	Before work w/o Supervision
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Plant Operations	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Post Office	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Psychology	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Compressed Gases	Upon Assignment, Refresher, Job, Process, Equipment

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		changes
	Electrical Safety	Before Work w/o Supervision
	Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
	Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
	Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
	Fleet Safety	First Day, Refresher
	Occupational exposure to hazardous chemicals in labs	Upon Assignment, Refresher, Job, Process, Equipment changes
Recommended	Accident Investigation	First Day, Refresher
	Back Safety	First Day, Refresher
	Ergonomics	First Day, Refresher
	General Safety	First Day
	Hand and portable power tools and equipment	Before work w/o Supervision
	Inspections, Citations and Proposed Penalties	First Day
	Office Safety	First Day
	Record/Report Occ Injuries and Illnesses	First Day
	Substance Abuse	First Day
	Walking & Working Surfaces	Before work without a supervisor
	Workplace Violence	First Day
Communications	Required	Access Employee Exposure and Medical Records
		First Day, Refresher
		Employee emergency plans and fire prevention plans
		Upon assignment, Job, Process, Equipment change
		Fleet Safety
		First Day, Refresher
	Recommended	Accident Investigation
		First Day, Refresher
		Back Safety
		First Day, Refresher
		Ergonomics
		First Day, Refresher
		General Safety
		First Day
		Inspections, Citations and Proposed Penalties
		First Day
		Office Safety
		First Day
		Record/Report Occ Injuries and Illnesses
		First Day
		Substance Abuse
		First Day

# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

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		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Public Safety	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Bloodborne Pathogens	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
		Medical Services and First Aid	First Day
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Purchasing & Administrative Services	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor

## Lafayette College New Hire Orientation

### Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Workplace Violence	First Day
Recreational Sports	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Bloodborne Pathogens	Upon Assignment, Refresher, Job, Process, Equipment changes
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Registrar	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Fleet Safety	First Day, Refresher
	Recommended	Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Religion	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change

## Lafayette College New Hire Orientation

### Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

		Fleet Safety	First Day, Refresher
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Reprographic and Bulk Mail Services	Required	Access Employee Exposure and Medical Records	First Day, Refresher
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
		Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
		Fleet Safety	First Day, Refresher
		Hazard Communication	First Day, Job, Process, Equipment changes
Recommended		Accident Investigation	First Day, Refresher
		Back Safety	First Day, Refresher
		Ergonomics	First Day, Refresher
		General Safety	First Day
		Inspections, Citations and Proposed Penalties	First Day
		Office Safety	First Day
		Record/Report Occ Injuries and Illnesses	First Day
		Substance Abuse	First Day
		Walking & Working Surfaces	Before work without a supervisor
		Workplace Violence	First Day
Steam Plant	Required	Abrasive wheel machinery	Upon Assignment, Refresher
		Access Employee Exposure and Medical Records	First Day, Refresher
		Electrical Safety	Before Work w/o Supervision
		Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change



# Lafayette College New Hire Orientation

## Public Safety Department – Environmental, Health and Safety (EHS) Division

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	Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
	Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes
	Fleet Safety	First Day, Refresher
	Foot Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
	Hazard Communication	First Day, Job, Process, Equipment changes
	Lockout/Tagout	First Day, Refresher, Job, Process, Equipment changes, Other
	Occupational noise exposure	Before work w/o Supervision, Refresher
	Permit-required Confined Spaces	First Day, Refresher, Job, Process, Equipment changes, Other
	Respiratory Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
Recommended	Accident Investigation	First Day, Refresher
	Back Safety	First Day, Refresher
	Ergonomics	First Day, Refresher
	General Safety	First Day
	Hand and portable power tools and equipment	Before work w/o Supervision
	Hotwork Permits	First Day, Refresher
	Inspections, Citations and Proposed Penalties	First Day
	Office Safety	First Day
	Record/Report Occ Injuries and Illnesses	First Day
	Substance Abuse	First Day
	Walking & Working Surfaces	Before work without a supervisor
	Workplace Violence	First Day
Williams Center for the Arts Required	Access Employee Exposure and Medical Records	First Day, Refresher
	Employee emergency plans and fire prevention plans	Upon assignment, Job, Process, Equipment change
	Eye and Face Protection	Upon Assignment, Refresher, Job, Process, Equipment changes
	Flammable and Combustible Liquids	Upon Assignment, Refresher, Job, Process, Equipment changes

## Lafayette College New Hire Orientation

### Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operation Procedure (SOP) #30 – Revised November 2012

	Fleet Safety	First Day, Refresher
	Hazard Communication	First Day, Job, Process, Equipment changes
	Woodworking machinery	Upon Assignment, Refresher
Recommended	Accident Investigation	First Day, Refresher
	Back Safety	First Day, Refresher
	Ergonomics	First Day, Refresher
	General Safety	First Day
	Inspections, Citations and Proposed Penalties	First Day
	Office Safety	First Day
	Record/Report Occ Injuries and Illnesses	First Day
	Substance Abuse	First Day
	Walking & Working Surfaces	Before work without a supervisor
	Workplace Violence	First Day