



New Employee Safety Orientation

Each supervisor is responsible for discussing the following safety topics with new employees as part of their first day at work. Please read this information, sign the next page, and return the form to Human Resources.

_____ 1. Gannon University Safety Policy Statement

Gannon University places highest emphasis on protecting the health and safety of all persons, students, faculty, and staff who work in or visit our facilities. Therefore, Gannon University requires all students, employees, and visitors to strictly adhere to good laboratory practices and occupational health procedures as established in this Plan.

The Plan states that responsibility for strict adherence to established safety procedures rest with:

- The faculty who carry responsibility for students, employees and visitors in their research and teaching laboratories.
- The chairpersons and program directors who have responsibility for facilitating the implementation of chemical hygiene and safety practices in their departments, and
- The Academic Safety Officer who assists chairpersons and program directors in the implementation of their responsibilities.

All occupational injuries are preventable. Faculty, students and staff are to be committed to this premise and are responsible for their safety in the workplace.

_____ 2. Laboratory safety program (for Biology | Chemistry | Environmental Science & Engineering)

All faculty, laboratory staff and persons working in a laboratory setting or instructing a laboratory course at Gannon University are required to complete annual laboratory safety training. This training is located at gannon.blackboard.com under *My Organizations* → *GU Laboratory Safety Training*. Training must be completed annually by 11:59 PM on the Monday of the first full week of classes in the fall semester or upon hire. After finishing the program, a confirmation email will be sent to you and your department chair as proof of completion of your annual laboratory safety training requirement. The Gannon University Academic Safety Officer will handle documenting your successful completion of the training program.

_____ 3. Emergency procedure

If you are on campus, please dial Campus Police and Safety at **(814) 871-7777** (cell phone) or **x7777** (campus phone) for the fastest response. This call will also alert emergency responders. If you are off campus, please dial 911. In case of illness or injury, stay with the person until security arrives. You are not required to provide first aid to the injured person. If you are trained in first aid or CPR, you may use that training. If you are untrained or feel uncertain as to what to do, simply try to keep the injured party calm and keep other people away from the situation. Emergency flip charts are available in each classroom.

_____ 4. Safety manuals

Gannon University houses its safety manuals on the GU Portal: (1) GU Chemical Hygiene Plan; (2) GU Hazardous Waste Management Plan; (3) GU Universal Waste Management Plan; (4) GU Biosafety Manual; and (5) GU Preparedness, Prevention and Contingency Plan.

_____ 5. Reference materials

Gannon University houses its safety reference materials on the GU Portal: (1) GU Emergency Procedures Flyer; (2) GU Hazardous Waste Label Instructions Flyer; (3) GU Incident Report Form; (4) GU Refusal of Treatment Form; (5) GU Academic Safety Training Slide Deck; and more. The Academic Safety Officer maintains a physical library of safety resources that are available to any interested employee by request as well as a digital library of excellent external safety resources on the GU Portal website.

_____ 6. Safety practices and procedures including the use of personal protective equipment

Please read the GU Chemical Hygiene Plan. Those working with biological materials should also read the GU Biosafety Manual.

_____ 7. Accident and incident reporting

GU Incident Report Form: For any reportable incident associated with Gannon University (either on- or off-campus) involving an injury, medical emergency, chemical spill or exposure.

GU Refusal of Treatment Form: For any reportable incident associated with Gannon University (either on- or off-campus) in which the affected person refuses treatment of an illness or injury.

Workers' Compensation: If you suffer a work-related injury, notify your supervisor immediately. Contact the Human Resources Department (in person or by phone) to report the injury and complete the appropriate paperwork. Human Resources will file the claim and contact you with a claim number which applies to all medical care and billing pertaining to your injury.

_____ 8. The laws: OSHA, EPA, Right-to-Know (RTK), Safety Analysis Risk Assessment (SARA), State regulations

These are available in the GU Chemical Hygiene Plan and the Hazardous Waste Management Plan.

_____ 9. Our hazardous waste disposal program

These are available in the GU Hazardous Waste Management Plan.

_____ 10. The employee responsibility for safety

Please refer to the University Policy Statement above. The Gannon University Academic Safety Officer is Dr. Lisa Nogaj, who will gladly provide safety consulting as requested (nogaj002@gannon.edu; x7647).

The topics listed above were discussed as part of conducting the New Employee Safety Orientation.

Employee's Signature

Date

Supervisor's Signature

Date