University *of* **California**
Agriculture and Natural Resources

New Employee Safety Checklist

Supervisors should 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? Supervisor should review position description to determine if these are required. Consult with Risk & Safety Services (ehs@ucanr.edu) if you are unsure.

✔	Background or other check/verification	Resources
	Criminal Records Review Fingerprinting (DOJ/FBI)	http://ucanr.edu/sites/risk/files/41435.pdf
	Background Check (Sterling)	Contact Human Resources (anrstaffpersonnel@ucanr.edu)
	DMV Employer Pull Notice (EPN) Enrollment	http://ucanr.edu/sites/fleet/
	Department of Transportation Drug Testing	Contact Human Resources (anrstaffpersonnel@ucanr.edu)
	Other licenses or certifications required for job? (example: pesticide applicator QAC/QAL, etc.)	

Occupational Health Screening and/or Surveillance

✔	Type of medical evaluation	Resources
	Pre-employment physical	Contact Human Resources (anrstaffpersonnel@ucanr.edu)
	Respirator use	http://ucanr.edu/respiratorsafety
	Exposure to animals or biological hazards	http://safetyservices.ucdavis.edu/article/occupational-health-surveillance-system-ohss
	Hearing conservation program	Contact Risk & Safety Services (ehs@ucanr.edu)
	Work with organophosphate pesticides	http://safety.ucanr.edu/FAQ/?faq=412&col=40 Contact Risk & Safety Services (ehs@ucanr.edu)

Safety Training

✔	Type of safety training	Resources
	New Employee Safety Orientation *(all employees)*	Web-based training: http://ucanr.edu/safetyorientation
	Injury & Illness Prevention Program (IIPP) *(all employees)*	Web-based training: http://ucanr.edu/iipptraining Review your site-specific written program
	Emergency Action & Fire Prevention Plan (EAFPP) *(all employees)*	Review your site-specific written program
	Incident/Injury Reporting *(all employees)* Employees should report work-related injury or illness, property damage, theft, etc. to their supervisors.	Report workplace injuries to HR and Risk & Safety: http://ucanr.edu/injury Report property damage or loss on Incident Report: http://ucanr.edu/incidentreport
	Review safety training plan and tracking form. Supervisor to complete based on employee duties and specific job hazards.	Separate forms for Office, Field, Lab, or Maintenance employees: http://safety.ucanr.edu/Plans,_Forms_and_Templates/
	Ergonomics *(Employees in clerical union must have ergonomic assessment upon hire. Employees who work often at a computer should have an assessment)*	Web-based training & assessment: http://ucanr.edu/ergonomics
	Driver safety *(if employee will drive on UC business)*	Web-based training: Safe Driver Awareness http://safety.ucanr.edu/Programs/Driver_Safety/
	UC Lab Safety Training *(if employee ever works in lab)*	Web-based training: http://ucanr.edu/labsafetytraining
	Personal Protective Equipment (PPE)	Supervisor must provide and review the use of any PPE that is related to job tasks.