



Acknowledgement of Safety Rules, Emergency Procedures and Hazard Communication Training

Instructions:

1. Supervisor circles the number of all safety rule sections that apply. Employee obtains the corresponding safety rules from the web site oregonstate.edu/dept/ehs/saferule/safrule.html.
2. Employee reads the rules carefully and reviews them with the supervisor or department head, along with information regarding emergency procedures and hazard communication.
3. Employee indicates the completion of each activity by initialing in the space provided.
4. Supervisor places this form in departmental personnel file and sends a copy to EH&S.
5. The completion and return of this form should receive IMMEDIATE action.
6. This form addresses basic safety guidelines that must be completed prior to starting work. Many work place operations require additional training not represented.

| Safety Rules Section/Title | Initials |
|---|----------|
| 1. General Safety..... | _____ |
| 2. Classroom Environment Safety | _____ |
| 3. Office Environment Safety..... | _____ |
| 4. Physical Labor Safety..... | _____ |
| 5. Food Service Environment Safety | _____ |
| 6. Electrical Operations Safety | _____ |
| 7. Painting Operations Safety | _____ |
| 8. Housekeeping and Custodial Safety..... | _____ |
| 9. Health Care Environment Safety | _____ |
| 10. Shop Environment Safety | _____ |
| 11. Warehouse Environment Safety | _____ |
| 12. Forklift Operations Safety..... | _____ |
| 13. Crane and Hoist Operations Safety | _____ |
| 14. Motor Vehicle Operation Safety | _____ |
| 15. Welding Operations Safety | _____ |
| 16. Laboratory Safety | _____ |
| 17. Elevated Work Surface Safety | _____ |
| 18. Excavation Operations Safety..... | _____ |

The following Emergency Preparation items are important. Check each item as you review it with your supervisor.

- _____ Know the meaning of emergency warning signals in your work area.
- _____ Know the location of fire alarm pull stations and fire extinguishers.
- _____ Know the location of exits, escapes, and evacuation routes.
- _____ Know the location of first aid kits, and how to report accidents.
- _____ Know how to get help in case of an emergency.

Hazard Communication Training

Your supervisor will review with you the hazardous chemicals in your work area that you may be exposed to.

- _____ Know what safety procedures should be followed and what protective equipment should be worn.
- _____ Know how to obtain chemical safety information.

I have read the rules indicated by my initials in the chart above, and understand their meaning and intent. I assure my co-workers and supervisor that I accept and will apply these rules to my work.

Department

Employee Name (print/type)

Signature of Supervisor

Signature of Employee Date