



# Acknowledgement of Safety Rules, Emergency Procedures and Hazard Communication Training

Instructions:

- Supervisor checks all safety instructions sections that apply. Employee obtains the corresponding safety instructions from the web site <http://oregonstate.edu/ehs/safety-instructions>.
- Employee reads the instructions carefully and reviews them with the supervisor or department head, along with information regarding emergency procedures and hazard communication.
- Employee indicates the completion of each activity by initialing in the space provided.
- Supervisor places this form in departmental personnel file and sends a copy to EH&S.
- The completion and return of this form should receive IMMEDIATE action.
- This form addresses basic safety guidelines that must be completed prior to starting work. Many work place operations require additional training not represented. Go to [Safety Instructions](#) for additional safety topics.

Safety Instruction Title (Number)	Initials
1. <input type="checkbox"/> <a href="#">General and Office Safety (59)</a> .....	_____
2. <input type="checkbox"/> <a href="#">Classroom Safety (45)</a> .....	_____
3. <input type="checkbox"/> <a href="#">Physical Labor Safety (46)</a> .....	_____
4. <input type="checkbox"/> <a href="#">Food Service Safety (47)</a> .....	_____
5. <input type="checkbox"/> <a href="#">Electrical Safety/LOTO (11) (32)</a> .....	_____
6. <input type="checkbox"/> <a href="#">Painting Safety (48)</a> .....	_____
7. <input type="checkbox"/> <a href="#">Housekeeping (52)</a> .....	_____
8. <input type="checkbox"/> <a href="#">Health Care Environment (53)</a> .....	_____
9. <input type="checkbox"/> <a href="#">Shop Safety (49)</a> .....	_____
10. <input type="checkbox"/> <a href="#">Material Handling/Warehouse (54)</a> .....	_____
11. <input type="checkbox"/> <a href="#">Forklift Safety (55)</a> .....	_____
12. <input type="checkbox"/> <a href="#">Crane and Hoist Safety (50)</a> .....	_____
13. <input type="checkbox"/> <a href="#">Welding/Burning Safety (57)</a> .....	_____
14. <input type="checkbox"/> <a href="#">Laboratory Safety (60) (81)</a> .....	_____
15. <input type="checkbox"/> <a href="#">Elevated Work Surfaces (37)</a> .....	_____
16. <input type="checkbox"/> <a href="#">Construction/Excavation Safety (42)</a> .....	_____
17. <input type="checkbox"/> <a href="#">Vehicle Safety (OSU Policy SAF 206)</a> ..	_____

It is recommended that ALL employees review the Department of Public Safety [Emergency Procedures Manual](#) ([http://oregonstate.edu/dept/security/emergency\\_info](http://oregonstate.edu/dept/security/emergency_info)), and the SAIF video [Office Ergonomics: Simple Solutions](#) ([http://www.saif.com/employer/safety/safety\\_1194.aspx](http://www.saif.com/employer/safety/safety_1194.aspx)) as part of their initial safety training.

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 – Refer to the [Working Safely with Hazardous Materials](#) Booklet**  
(<http://oregonstate.edu/ehs/sites/default/files/pdf/osuhazcombook.pdf>)

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 (print/type)

\_\_\_\_\_  
Employee Name (print/type)

\_\_\_\_\_  
Supervisor Name (print/type)

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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