

**Northwestern State University**  
**New Employee Safety and Environmental Orientation (7-2016)**

**All blanks must be completed.**

Name: \_\_\_\_\_ Employee # \_\_\_\_\_  
(Print- Last, First, Middle Initial)

Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ (Building/Room #)

NSU E-mail \_\_\_\_\_

Welcome to Northwestern State University. Your safety is a personal resource that is developed and maintained by cooperative efforts with other employees through training, hazard prevention and recognition, and safe work procedures.

Discuss with your Supervisor department-specific procedures as listed below, and return the completed form to the Environmental Health & Safety Department. All policies listed below have a brief description attached to this cover document. Full policies can be found on the Environmental Health & Safety website: <http://ehs.nsula.edu/policies/>.

**All trainings must be complete within 90 days of employment start date.**

1. Safety Policy Statement from the President
2. Reporting hazards.
3. Accident Report and Instructions
4. Driving on state business. (Driver's Safety Program/State Travel Policy)-DA-2054
5. Vehicle Accidents on State Business (Instructions and DA-2041)
6. How to respond to different types of emergencies. (Emergency Preparedness)
7. Hazard Communication Policy. Inventory of chemicals in area employee will be working must be provided by supervisor. SDS must be available on all chemicals present-ensured by Department Head.
8. Employee Safety Responsibilities.
9. General Safety Rules for the University.
10. Our Commitment to a Drug -Free Campus • Drug & Alcohol Testing (Distributed to employees every 5 years or upon policy updating.)
11. Key Policy.
12. Blood Borne Pathogens Policy—Low risk policy/LEO Training. High Risk policy/Face-to-Face .
13. Fire Drill / Building Evacuation Policy
14. Smoking Policy
15. Work Order (Request) Procedures
16. Lock Out-Tag Out, Elevator Emergencies/Malfunctions and PPE
17. Louisiana State Civil Service
18. Employee Training
19. Transitional Return to Work Policy

Date: \_\_\_\_\_

**Reviewed with:**

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

\_\_\_\_\_  
Supervisor Printed Name

**I have read and understand the policies within the New Employee Orientation packet. I agree to abide by all policies listed above, and acknowledge that if I do not adhere to the policies, that I am subject to disciplinary action up to and including termination. I also acknowledge that I have received a copy of all listed policies for Northwestern State University. I acknowledge by signing the New Employee Orientation Paperwork that this information has been presented to me, as a new Northwestern State University employee.**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **be sure all blanks above are completely filled in and return the cover page only** to:

Environmental Health & Safety (EHS), Facility Services Building,  
Room 101, Natchitoches, LA 71497