

Employee Safety Onboarding Training Checklist



Employee Name _____

Job Title _____

Primary Workstation _____

Employee Confirmation of Training	Employee initial
Emergency Preparedness	
I know where first-aid kits are located (building & vehicle).	
I know where the nearest automated external defibrillator (AED) is located.	
I know where the closest exits are located.	
I know the evacuation procedure for my primary workstation.	
I know what to do during an earthquake or tornado.	
I know our fire extinguisher policy.	
I know what to do in the event of an active shooter situation.	
I know the emergency and non-emergency phone numbers for College police and how to obtain contact information.	
I have downloaded the Owl Alert app to my phone and PGCC-issued computer.	
Workplace Safety & Incident Reporting	
I know I must immediately report to my supervisor or manager all incidents, including but not limited to: health or safety situations; damage to PGCC buildings or other property; workplace spills and other accidents; potential liability concerns (including near misses) no matter how minor or major the incident.	
I know where the safety board and safety suggestion board are located.	
I am aware of the potential hazards associated with my assigned job functions and surroundings at work.	
I know all PPE issued to me, when and how I must wear it, and have been issued the available PPE.	
I have reviewed OSHA 1977.12.	
I have viewed the safety orientation awareness videos as required for my job.	
I have taken and passed the College's general cybersecurity training.	
Driving & Hazardous Materials	
I know I may only use hands-free devices while driving a PGCC vehicle.	
I am aware of the contact procedure in the event of a hazardous waste spill.	
Health & Compliance	
I know how to report a blood or body fluid exposure incident.	
I am aware of my responsibility to report known or suspected child abuse or neglect, and know how to do so.	
I am aware of whether I will be interacting with minors and have reviewed PGCC's policies on interaction with minors.	
I am aware of whether I am a Campus Security Authority under the Clery Act and, if so, I understand my responsibilities.	
I am aware of when and how to contact PGCC's Title IX Coordinator.	
Employee Involvement & Communication	
I am aware of the different safety and health activities and committees at PGCC and should communicate with my supervisor or manager if I have any interest.	

Your signature confirms you have completed training, briefings, and demonstrations as needed on the orientation topics listed. Further, you fully understand the Prince Georges Community College policies, rules, and procedures.

Employee Signature & Date

Immediate Supervisor Name

Immediate Supervisor Signature & Date