

UCSD New Office & Administrative Employees Checklist

For all office and administrative employees:

- Attend Injury & Illness Prevention Program (IIPP)
- Meet with Beth to review safety procedures listed below

Training schedule & registration for IIPP class web site:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,14810,00.html>

Orientation to building & specific safety procedures:

- Locations of:
 - Fire extinguishers and pull stations
 - First aid kits
- Emergency Action Plan
- Add name to the emergency roster
- Custodial Services schedule

I have fulfilled all the requirements stated above.

Employee Signature and Date

Safety Officer Signature and Date

Please return this sheet to the department safety coordinator when you complete above so your training can be appropriately documented.