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STANFORD UNIVERSITY

Environmental Health & Safety

What to do After Completing General Safety, Injury Prevention (IIPP) and Emergency Preparedness

If you haven't yet done so, take the TNAT questionnaire in STARS (http://axess.stanford.edu) to determine what training is required and recommended for your position. Do this with your supervisor if possible, as your supervisor is familiar with your position and your work area. Be sure to complete all required training within 30 days of beginning your new job.

Talk with your supervisor to see if there is any "Tier III" training that you need to complete. This site- and task-specific training will not be covered by the TNAT questionnaire.

Ensure you put this document where you can get to it quickly in case of an emergency. It contains phone numbers and URLs that you may need, especially when you do not have time to search for them.

Inspect your new workplace for hazards. If you identify any hazards in your new workplace, correct them as soon as possible, or ask your supervisor or manager to facilitate correction and provide interim solutions.

Locate and visit the Emergency Assembly Point for your building, so that you can get to it in the case of an emergency.

Locate pull station alarms, fire extinguishers and alternate routes of evacuation for your work area.

Prepare your living space and work place for earthquakes.

Store an emergency kit where you can get to it in the case of an emergency: in your car, in your workplace, and/or at home.

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General Safety References

Numbers to call in case of emergency:

For on-campus phones: 9-911 For off-campus buildings: 911

For on-campus phones in the School of Medicine and in the Clark Center: 268

For School of Medicine buildings off campus, most have a local emergency number of 286, but check with

your building manager to confirm, and write it down here:

Training Needs Assessment

Link: http://axess.stanford.edu

Take the Training Needs Assessment to determine which courses are needed for your position.

SU-17 Incident Investigation Report

Link: http://iipp.stanford.edu

Employee and supervisor must complete this form within 24 hours of incident, then fax to Risk

Management at (650) 723-9456.

Reporting Health and Safety Concerns

Link: http://www.stanford.edu/dept/EHS/prod/aboutus/new_concern.html

Health and safety concerns must be reported to EH&S online or by phone at (650) 723-0448.

Workplace Inspection Checklist

Link: http://www.stanford.edu/dept/EHS/prod/training/checklist/gencheck.pdf

Inspect your office at least annually or whenever a new hazard is discovered in the workplace.

Emergency Assembly Point Map

Link: http://maps.stanford.edu/sites/all/lbre-

shared/files/maps/files/shared/file/maps_records/EAP-Locations.pdf

Use this map to view your nearest Emergency Assembly Point.

Personal Emergency Preparedness Course EHS-5090

Link for course through STARS: http://axess.stanford.edu

Learn how to become more prepared for emergencies at work and at home.

Ergonomics Course and Evaluations

Link: http://www.stanford.edu/dept/EHS/prod/general/ergo/ergo_train.html

EHS 3400 must be completed if you use a computer for more than one hour per day.

AlertSU

Link: http://www.stanford.edu/dept/EHS/prod/general/erprep/AlertSU.html#GFAQ_01
AlertSU is the emergency notification system for Stanford University. Find out more information

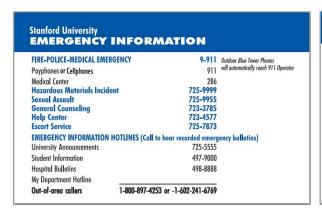
on the website.

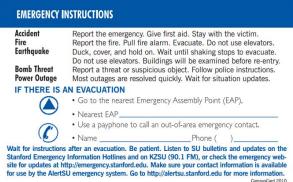


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Wallet cards with emergency information and instructions:





School of Medicine wallet cards:

