



New Employee Safety Orientation Checklist

Please become familiar with:

- ✓ General safety rules and policies, and others as may be job specific:
<http://svsu.edu/operationsmanual/generaloperations/>
- ✓ Campus Safety Measures & Emergency procedures guide:
<http://www.svsu.edu/universitypolice/campusafety/>
- ✓ How to report accidents, injuries, and near-misses:
<http://www.svsu.edu/hr/injuryincidentreportingprocess/>
- ✓ Medical response procedures:
<http://www.svsu.edu/operationsmanual/generaloperations/generaloperationsii/421emergencytransportation/>
- ✓ Emergency Operations Plan:<http://www.svsu.edu/universitypolice/emergencyoperationsplan/>
- ✓ University Health Center:<http://svsu.edu/universityhealthcenter/>
- ✓ Location of fire extinguishers, first aid kits & AED's
- ✓ Location of nearest exit, location of severe weather area of refuge, & evacuation assembly areas
- ✓ SVSU Campus Alert: used to report any critical incidents, severe weather threats or campus delays/closures due to inclement weather. Sign up here: <http://www.svsu.edu/universitypolice/campusalert/>
- ✓ CrisisManager App: Stay connected & informed using a comprehensive mobile safety platform. [The SVSU emergency procedures guide](#) is available to help guide you in the event of an emergency. You may also send tips, upload photos or GPS information for safety concerns.

To download the free CrisisManager app select the following links:
[CrisisManager app - i-phone & i-pad](#) or [CrisisManager app - Android](#).

If your work may involve exposure to hazardous materials or blood borne infectious disease, then work with your assigned department to include training as appropriate.

Questions may be addressed by calling Human Resources x4108, the Campus Police x4141, or Campus Facilities - Environmental Health & Safety x4080.