



Office of Environmental Health and Safety

Initial Safety Training for New Hires

Welcome to Cal Poly Pomona- As a new employee, please familiarize yourself with our Injury Illness Prevention Program or IIPP. This document is intended to advise employees of the hazards they may be exposed to during the performance of assigned job duties.

- Read the University's Injury & Illness Prevention Program (IIPP) which is available on the EH&S Web Site at
 - <https://www.cpp.edu/ehs/forms-docs/iipp.pdf>
- EH&S' Mandatory Safe Work Practices indicates the safe work conditions, safe work practices and personal protective equipment required for common job functions and is available on the EH&S website:
 - <https://www.cpp.edu/ehs/forms-docs/safeworkpractices.pdf>
- All employees have the right to know the hazards of any chemicals they may come in contact with before working with those chemicals. Detailed information regarding chemical hazards is accessible on a Safety Data Sheets for those chemicals. Any questions regarding chemical exposure and specific hazards can be referred to EH&S for additional info.

As a university employee, there are several employee rights and responsibilities that you should be familiar with.

- **You have the right to ask any questions or provide any information to your employer (supervisor or EH&S) regarding safety either directly or anonymously without any fear of reprisal.**
 - Call EH&S at x4697 or e-mail us at ehs@cpp.edu or,
 - Report Anonymous Concerns: <https://www.cpp.edu/ehs/contact-us.shtml>
- It's your responsibility to report all hazards to my supervisor.
- It's your responsibility to report all accidents, near miss accidents and injuries to my supervisor immediately.
- The University can use progressive disciplinary procedures to enforce compliance with safe work practices and procedures as needed.



California State Polytechnic University, Pomona ♦ 3801 W. Temple Ave, Pomona, CA 91768

Phone: 909.869.4697 ♦ www.cpp.edu/ehs

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New Hire Orientation

Emergency Procedures Overview Training

As a university employee, you may work across multiple buildings or areas on campus; or you may work in a single location. The following resources are intended to guide you in appropriately responding to a variety of campus emergencies to ensure your safety and the safety of those around you. As members of the campus community, it is our responsibility to advise others who may be unsure of the proper emergency procedures in the event of an emergency situation.

Additional resources:

Emergency Procedures Pamphlet: <https://www.cpp.edu/em/files/emergency-procedures-pamphlet.pdf>

Emergency Procedures Poster: <https://www.cpp.edu/em/files/procedures/emergency-procedures-poster.pdf>

Emergency Operations Plan (EOP): <https://www.cpp.edu/em/files/eop-2020-2021-final.pdf>

Emergency Management Website: <https://www.cpp.edu/em/>

A table listing the Job Safety Classes is available on the EH&S Web Page at <http://www.cpp.edu/~ehs/files/occupational/doc/jobsafetyclasses.doc>.

Your first day can be busy. We recommend orienting yourself as time permits by walking your assigned work area to take note of evacuation routes, fire extinguisher and alarm locations, and designated evacuation routes. We encourage all employees to identify the Floor Captain(s) and/or Building Marshal(s) assigned to their building or respective floor. These are volunteer positions who serve as first responders to campus emergencies and assist in disaster recovery efforts. If you are interested in volunteering to serve as a Building Marshal or Floor Captain, please contact the Office of Emergency Management for more details.

Things you should know:

Key Contacts

- Emergency Contacts
- Designated Building Marshal/Floor Captains
- First-aid or CPR trained staff (if applicable)

Key Locations

- First-aid kit locations
- Fire Alarms
- Fire Extinguishers
- Designated Evacuation Sites



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New Hire Orientation Policy Acknowledgement

Please complete the fields below and sign to acknowledge that you have been provided with the following policies and procedures.

Initial Safety Training:

- Injury Illness Prevention Program (IIPP)
- Mandatory Safe Work Practices
- Procedures for reporting accidents, injuries, near misses, and safety concerns

Campus Emergency Procedures:

- Emergency Procedures Poster
- Emergency Procedures Pamphlet
- Emergency Operations Plan (EOP)

Employee Acknowledgement:

I, _____ acknowledge that I have been provided with the policies/procedures listed above

(Print Full Name)

and will follow these procedures. I understand that I have the opportunity to ask questions at any time.

Employee Signature: _____

Date: _____

Department: _____

Bronco ID: _____