MFD Employee Safety Comes First Check List

Instructions: Check each item upon completion. When all items are completed, sign and date the document and return it to Dianna Beck M/S 40.

Online resource located here:
http://www-group.slac.stanford.edu/esh/safetyfirst/

To be completed before doing any work:

☐ Read Environment, Safety, and Health Values and Expectations at SLAC.
   http://www-group.slac.stanford.edu/esh/eshvalues.html

☐ Complete EOSH (#219). Computer based training is available. Contact Dianna Beck for an appointment.

☐ Complete “Electrical Safety for Non-electrical Workers” (#239). This course is available online here:
   http://www-group.slac.stanford.edu/esh/training/webtrain.html

☐ Read the revised SLAC Traffic Control Program - web or hard copy
   http://www-group.slac.stanford.edu/esh/safetyfirst/trafficprogram.html

☐ Read the new SLAC Standards for the Operation of Government Vehicles and sign the SLAC Motorized Vehicle Driving Privilege form. Return to Security, MS 86.
   http://www-group.slac.stanford.edu/esh/safetyfirst/opergovtvehicle.html

☐ Complete, sign and date a routine JHAM with your supervisor. Submit form to Dianna Beck.

☐ Complete safety training assessment (STA) with your supervisor.

☐ Review area hazard analysis (AHA) for your primary work area.

☐ Discuss SLAC’s safety culture and PPE requirements with your supervisor.

☐ Sign “Commitment to Safety” form.
   http://www-group.slac.stanford.edu/esh/safetyfirst/firstcommitment.htm

Employee: _______________________________ Date: _________

Supervisor: _______________________________ Date: _________

Department Head: ___________________________ Date: _________
Complete within two weeks of your start date:

- GERT (#115) training. Computer based training is available. Contact Dianna Beck for an appointment.

- Hazard Communication General Training (#103) available via computer based training. Contact Dianna Beck for an appointment.

- Personal Protective Equipment (#255) available via computer based training. Contact Dianna Beck for an appointment.

- Hearing Conservation (#222) (if required by your STA) available via computer based training. Contact Dianna Beck for an appointment.

- For all on-site persons who have or share an office, complete the office area inspection checklist found at http://www-group.slac.stanford.edu/esh/safetyfirst/officechecklist.htm Submit completed check list to Dianna Beck


- Review AHAs for any area you will routinely work in before you work in that area. These include:
  - 25, 26, 31 for all MFD Employees
  - 30, 36, 38 and 240 for affected MFD employees
  - Non-MFD areas your group works in are listed in the following spreadsheet: V:\MFD\Safety\Safety Stop Work 2004\Non MFD Areas-AHAs.xls The AHAs for those areas are available on the web site listed below. https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha_instruction.htm

- Read the SLAC Facility Emergency Plan for buildings 25, 26, 31 and 40.

- Register for all course listed in your STA. Contact Dianna for registration.

**NOTE:** All training must be completed before you can perform task for which training is required. For example, you may not handle lead until you complete your Lead Safety training, or you may not operate a forklift until you complete your Forklift Safety training. See Dianna Beck for course availability and scheduling.

Employee: ____________________________ Date: __________

Supervisor: ____________________________ Date: __________