



UNC CHARLOTTE

Office of Environmental Health and Safety (EHS)

9201 University City Boulevard, Charlotte, NC 28223-0001

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ehsoffice@uncc.edu / <http://safety.uncc.edu/>

EHS ORIENTATION FORM

EMPLOYEE NAME: _____ UNCC ID/800 #: _____

DEPARTMENT: _____ JOB TITLE: _____

EHS POLICIES

1. Review [University EHS Policy 703](#)
2. Review [Workers' Compensation Policy 101.7](#)
3. Review [Vehicle Operation Policy 604](#)
4. Review [Incident Prevention PIM #26](#)
5. Review [Incident Reporting and Investigation PIM #27](#)

EMERGENCY INFORMATION

6. Review [Fire Prevention Fact Sheet](#)
7. Review [Emergency Manual](#)

EHS TRAINING

8. Register for EHS training by accessing the [Training Registration](#) tab on EHS website.
9. Print online training completion certificates and provide to your supervisor. Also, remind your supervisor of the availability of EHS Work Environment Training Recordkeeping Workbook. The training workbook can be downloaded from the [EHS website](#).

EHS SERVICES

10. The UNC Charlotte Office of Environmental Health and Safety offers the following services ***FREE OF CHARGE***:

Environment: Fire Protection System Verification, Laboratory Fume Hood Verification and Radiation Surveys

Health: Indoor Air Quality Assessments, Office Work Station Ergonomics and Research Safety Protocol Assessments

Safety: Event Permitting, Emergency Evacuation Drills, Hazardous Waste Disposal and Training

Workers' Compensation: Medical Treatment Arrangements, Claims Processing and Injured Employee Return-to-Work

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____