# EHS ORIENTATION FORM

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>UNCC ID/800 #:</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Job Title:</td>
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## 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 [Building Safety Fact Sheet](#)

## 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

## EHS SERVICES

10. The UNC Charlotte Office of Environmental Health and Safety offers the following services:
    
    - **Environment**: Indoor Air Quality Assessments, Hazardous Waste Disposal and Radiation Surveys
    - **Health**: Office Work Station Ergonomics, Respiratory Health Surveillance and Hearing Conservation Audiograms
    - **Safety**: Building Inspections, Laboratory Inspections, Event Permitting and Building Evacuation Drills
    - **Workers’ Compensation**: Claims Consultation, Processing and Injured Employee Return-to-Work

## CERTIFICATION OF COMPLETION

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Supervisor Signature:</td>
<td>Date:</td>
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RETURN COMPLETED FORM TO EHS WITHIN 15 DAYS  
Revision Date: 1/6/2017