



# UNC CHARLOTTE

## Environmental Health and Safety

9201 University City Blvd, Charlotte, NC 28223-0001  
t/ 704.687.1111 f/ 704.687.5302 <http://safety.uncc.edu/>

### EHS ORIENTATION FORM

<b>Employee Name:</b>	<b>UNCC ID/800 #:</b>
<b>Department:</b>	<b>Job Title:</b>

### 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](#)
7. Review [Building Evacuation Plan](#) and [Emergency Procedure 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

### 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

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>