



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

| | |
|-----------------------|-----------------------|
| 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 [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

| | |
|------------------------------|--------------|
| Employee Signature: | Date: |
| Supervisor Signature: | Date: |