



New Employee Environment, Health and Safety (EHS) Orientation

Welcome to SCU!

SCU wants to ensure the health and safety of our employees. Training is a key aspect to understanding how to prevent accidents and injuries and what to do when emergencies occur.

All new employees are required to complete the following within 30 days of starting work. Supervisors are responsible for ensuring that their employees are properly trained.

1. **New Employee Environment, Health and Safety (EHS) Orientation**
2. **EHS Work Area Specific Orientation and Training**



Step 1: Complete the New Employee EHS Orientation Course (EHS Level 1 Training)

The EHS Orientation Course for New Employees can be taken *in person/Zoom* as part of the HR New Hire Benefits session OR can be taken *online*. If an employee takes the course in person they do not have to take it online. The online course is located on [Camino](#), allow 40 minutes.

Staff: A Camino Learning Management account is needed in order to take the online course. Send an email to caminosupport@scu.edu and provide your SCU ID number to request a Camino Account. Once you have a Camino Account, access the course directly by going to <https://camino.instructure.com/courses/74486/>

Faculty: To access the course directly in Camino go to <https://camino.instructure.com/courses/74486/>

Faculty and Staff: The Course labeled “**EHS—New Employee Orientation**” is the required course. There are three parts to the Course, the **EHS— New Employee EHS Orientation PowerPoint**, the **Active Shooter Response video**, and the **New Employee EHS Orientation quiz**.

Upon completing the Course PowerPoint slides, watch the Active Shooter Response video for schools. Once you are done with the video, click on the New Employee EHS Orientation quiz link and take the quiz.

Step 2: Complete the EHS Work Area Specific Orientation & Training Checklist (EHS Level 2 and 3 Training)

All new employees meet with their supervisor to complete the appropriate **Work Area Specific Orientation and Training Checklist**. One checklist is for **Office Areas** and one is for academic shops, labs, studios and other technical work areas on campus. If you work in an office or classroom and do not work in any technical space on campus, only the checklist for **Office Areas** is required. The checklist for **Technical Work Areas** applies to those working in shops, labs, studios or other technical spaces and also identifies additional **EHS Hazard Specific** training that may be required with instructions for how to complete it. Both checklists must be reviewed, signed and retained on-file by the supervisor, who is responsible for ensuring their employees are properly trained.

Both checklists are found at: <https://university-operations.scu.edu/ehs/training/>

Please do not hesitate to call Mary-J Thompson Associate EHS Director, at 408-554-4406 or email mthompson2@scu.edu with any questions.