

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-016
	Date Issued: 08/11/03
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TITLE: EHS Employee Orientation	Approved: Title: <i>Louis DiBerardinis</i> <hr/> Director, EHS
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The following serves as a checklist of all the activities/materials that new EHS personnel must complete within their first few months of employment at MIT. Once completed, this signed checklist should be sent to the EHS Director for inclusion in the person's personnel file.

General Information

Employee Name: _____

Primary Assigned Program: _____

Primary Supervisor: _____

Date Started: _____

Part I - Deputy Director or Designee Tour

- ___ Office
- ___ Fire Alarms, Exits
- ___ Introductions to Deputy Directors and EHS Director
- ___ Introductions to Environment, Health & Safety Staff
- ___ Introduction to EHS Shop Stewart (*Technicians ONLY*)
- ___ Restrooms
- ___ Elevators
- ___ Break/Lunch Room/Conference Rooms
- ___ Library
- ___ Attendance Board
- ___ Review: Environment, Health & Safety Office brochure, Newsletters, and EHS Policy

Date Part I completed _____

Part II – Administrative

- ___ Assist in E-mail Account

- ___ Complete Tax/I-9/Direct Deposit forms
- ___ Telephone, Dial 100 Sticker, Pager, Cell phone
- ___ Telephone books/EHS Directory
- ___ How phones, voice mail, transfers work
- ___ Computer workstation/lap top
- ___ Printers, use of audio visual equipment
- ___ Stationery/lab supplies
- ___ Ordering material, books, publications
- ___ Reimbursement: mileage/meals/other
- ___ Safety glasses/shoes/gloves
- ___ Copiers
- ___ FAX machines
- ___ Resources/references
- ___ Files
- ___ Maps
- ___ Shuttle
- ___ Snow closing/Snow line
- ___ Keys
- ___ ID card
- ___ Parking
- ___ "T-pass" Program
- ___ Review: "EHS Administrative Policies and Procedures"
- ___ Review forms: Leave/Seminar/Travel requests

Date Part II completed _____

Part III – Information Systems/Information Technology

- ___ Computer set-up/Lap top
- ___ Common drives/sharing
- ___ M:/Program Drive (To be reviewed by Mentor/Designee and/or IT Consultant)
- ___ G: Drive (Not C: Drive or Desktop)
- ___ Computer/Information Systems issues
- ___ Computer manuals
- ___ Computer explanation
- ___ MIT computer training available
- ___ MIT Home Page & Web

Date Part III completed _____

Part IV - Program Deputy Director and/Staff

- ___ Holiday/Vacation/Sick/Personal Time/Excused Absence/Consulting
- ___ On-call log/duty roster
- ___ Design review process
- ___ Current projects
- ___ Organizational structure – EHS Headquarters Office et al

- ___ Repair & Maintenance zones and zone maps
- ___ Fraternity, Sorority, and Independent Living Groups (FSILGs)
- ___ Offsite Campuses: Lincoln Lab, Bates, and Haystack
- ___ Whitehead, Draper, and Broad relationship
- ___ Review: Roles and Responsibilities database, Environment, Health & Safety Standard Operating Procedures (SOPs)
- ___ Review “EHS Records Retention Program SOP”

Date Part IV completed _____

Part V-Program Specific Issues

Environmental Management Program:

- ___ Hazardous waste building
- ___ Hazardous waste vendors

Emergency Response:

- ___ Overview of EHS relationship with the Department of Facilities
- ___ Overview of EHS Emergency Response Program
- ___ Emergency Response Team/ Incident Command System Program
- ___ On-Call Responsibilities
- ___ Radios

Program Staff Meetings:

- ___ Attend each Program’s next staff meeting

Date Part V completed _____

Part VI –Training

- ___ EPP for N52 (within first couple of days)
- ___ Take All Environment, Health & Safety web based courses
- ___ Review Environment@MIT Web Site
- ___ Review EHS-MS Website
- ___ Review EHSnet
- ___ Take all cross-training courses
- ___ Attend EHS Rep training
- ___ Understand Procedure on Setting up EHS Training

Date Part VI completed _____

*****Attach training history page**

Part VII - Personalized Training (Assign a mentor)

- Customized Training
- Active Listening Course
- Mastering Meetings Course
- Time Management Course

Date Part VII completed _____

Part VIII - Campus Tours

- Getting around MIT
- COOP/Kendall Square food court
- MIT Police Dept., VWR, Medical, Main Campus, Building 7, 10
- EHS Headquarters with introduction to Bill VanSchalkwyk and staff
- SEMO (Security and Emergency Management Office)
- Department of Facilities /Introductions
- Central Utility Plant (CUP) and Co-Gen
- Department Of Facilities' Operations Center
- Emergency Response Team van and rooms in Buildings 8 and 32
- Campus Activity Complex, Swimming Pools
- NW Campus/Reactor
- MIT Museum

Date Part VIII completed _____

Part IX – HR Orientation

- Attend Human Resource Orientation
- Visit Human Resource Website

Date Part IX completed _____

Date Orientation completed: _____

Employee's Name

Signature

Supervisor

Signature