

**New Employee Safety Health Environmental Management (SHEM) Orientation, Minimum  
USDA-ARS Columbia, Missouri**

**General**

\_\_\_\_\_ SHEM orientation to the specific workplace setting (including a tour pointing out the location of fire extinguishers, shower stations, phone numbers for emergency contacts, MSDS sheets, laboratory SOPs, and other pertinent safety equipment as well as evacuation and security procedures).

**Radiation Safety** - Applicable to employee? [Y/N] \*\_\_\_\_\_. If not, skip to Chemical.

- \_\_\_\_\_ Enrolled in the UMC EH&S Radiation Safety class.
- \_\_\_\_\_ Received training on the proper procedures for acquiring radioisotopes.
- \_\_\_\_\_ Received training on the procedures involved in resolving a radiation spill.
- \_\_\_\_\_ Received training concerning documentation of radiation usage and disposal.

**Chemical Safety** - Applicable to employee? [Y/N] \*\_\_\_\_\_. If not, skip to Biological.

- \_\_\_\_\_ Received Chemical Worker Training.
- \_\_\_\_\_ Enrolled in the UMC EH&S Hazardous Materials class.
- \_\_\_\_\_ Know the location of Material Safety Data Sheets (MSDS).
- \_\_\_\_\_ Know the procedures for handling spills of chemicals used in the laboratory and the location of chemical spill carts.
- \_\_\_\_\_ Received training on the proper disposal of the following classes of hazardous chemicals used at the workplace site: \_\_\_\_\_

**Biological Hazard Safety** - Applicable to employee? [Y/N] \*\_\_\_\_\_. If not, skip to Pesticides.

- \_\_\_\_\_ Trained on biological hazards specific to laboratory.
- \_\_\_\_\_ Know the location of the CDC/NIH "Biosafety in Microbiological and Biomedical Laboratories" manual.

**Pesticide Safety** - Applicable to employee? [Y/N] \*\_\_\_\_\_.

- \_\_\_\_\_ Viewed worker protection video entitled "Pesticide Safety Worker Protection" - 17 min for agricultural workers and 13 min for pesticide handlers.
- \_\_\_\_\_ Know the location of Material Safety Data Sheets.
- \_\_\_\_\_ Know the location of posted pesticide application record noting accepted re-entry intervals.
- \_\_\_\_\_ Received information on requirements for transportation of pesticides.

**Vehicle Operation Safety** - Applicable to employee? [Y/N] \*\_\_\_\_\_.

- \_\_\_\_\_ Do not use a cell phone while operating or fueling a government-owned vehicle.
- \_\_\_\_\_ Do not operate a government owned vehicle while using disorienting drugs or alcohol.
- \_\_\_\_\_ Received a copy of Government Owned Vehicle (GOV) Use Reminders.

The above checked items have been discussed with the new employee.

\_\_\_\_\_  
Employee Signature    Employee Name (Printed)    Date

\_\_\_\_\_  
Supervisor Signature    Date

\* If marked Yes, all line items in category **must** be filled with a checkmark or N/A.

**NOTE: When completed, forward the original to the LAO.**

Revised 08/05

## GOVERNMENT OWNED VEHICLE (GOV) USE REMINDERS

- First and foremost, all ARS vehicle operators must have a valid State operator's license.
- ARS vehicles are to be used to meet the essential needs of its programs and use is restricted to "OFFICIAL PURPOSES" only.
- Vehicle operators and passengers are to use seat belts when traveling in ARS vehicles.
- Service stations, listed in the Government Vehicle Operators Guide (GVOG), are to be used when making minor purchases such as gas, oil, filters, etc. A GVOG should be placed in each ARS vehicle for easy reference. The Voyager credit card is to be used only for purchasing from companies listed in the GVOG.
- Vehicle operators are to comply with all Federal, State, and local laws and regulations.
- Smoking is prohibited in all ARS vehicles.
- Vehicle operators are responsible for any citations received, such as parking and/or moving traffic violations.
- Only during travel status can an ARS vehicle be used for transportation to and from places for the sustenance, comfort, or health of the employee (meals, stores, barber/beauty shop, etc.).
- Government vehicles are extremely visible to the public and operators should exercise a high standard of professionalism at all times. Operators will exercise discretion to avoid, when possible, any situation which may tend to convey an impression to the public that the vehicle operator is using the assigned vehicle for unofficial purposes.
- Non-ARS employees may operate or ride in a government vehicle when: **1)** an agreement or contract documents the use of a Government vehicle; **2)** use is for official purposes connected to performing the agreement or contract; or **3)** the **Accountable Property Officer** having authority for the vehicle directs the cooperators to use the vehicle to conduct official business, and **4)** the proper paperwork is completed. Non-ARS employees include contractors, cooperators, volunteers, students, and other Government employees. Before authorizing non-ARS operators or passengers, the APO will take into consideration that the Government can be held liable for injuries/damages incurred by any passenger in a Government vehicle if injured through the fault of the authorized operator.
- A spouse and/or family members may ride in a GOV if approved in advance on a travel authorization. They may not operate the GOV under any circumstances.
- Overnight parking at a residence must have prior approval. The circumstance should have definite ARS benefit for this to be approved, (leaving very early or arriving late from a trip). Requests for overnight parking at residence are approved via E-mail through the immediate supervisor to the Location Coordinator or the LAO in his absence.
- Vehicle operators are to have annual inspections of vehicles. At a minimum, a visual safety inspection will include checking seat belts, parking brakes and lights, head lights, tail and back-up lights, hazard lights, turn signal, horn, windshield wipers/washer, windshield, rear, and side mirrors, tire tread wear, decals, etc. Please note this on the monthly vehicle use record.

\*\*See P&P 221.1M for additional information\*\*