



Workplace Safety Training

State and Federal regulations require that all new UNC employees (including students) complete the Workplace Safety Training. This training is through UNC Environment, Health & Safety (EHS) and informs new employees on specific regulations and the safety procedures to follow while employed at UNC and introduce them to such topics as Workplace Safety, Worker's Compensation, Fire Safety, and General Office Safety.

The orientation is considered work time and must be completed within 30 days of employment. When you have completed the orientation a post-test will be given to reinforce content and knowledge of key principles. If the post-test is not successfully completed within 30 days of the hire date, employees must stop working immediately and may not resume work until they have successfully completed their training and their certification is on file.

To begin the training:

1. Go to the EHS Office Orientation: <http://ehs.unc.edu/training/orientation/office/>
2. Review all slides.
3. Take the post-test: <https://itsapps.unc.edu/SelfStudyUnits/>

Instructor led classroom training is also being offered. Information about classroom training is available on the Environment, Health & Safety website here, <http://ehs.unc.edu/training/schedule/#office>

Once you have completed the Workplace Safety Training, check the box below, print your name and include your PID number. The Library Personnel Office will access your certification via the Environment, Health and Safety website.

I, _____, have completed Workplace Safety Training.

You may access my certification using my PID: _____.

**Please complete and return this form to: Library Personnel Office
Davis Library, Room 213
CB# 3932**