

Safety Training completion is required for all TTUHSC Faculty and staff (OP 75.01).



## Login Instructions

Web Site – <http://www.ttuhsu.edu/admin/safety>  
Click on **Training** on Left Navigation Bar  
Click on **New Employee Safety Orientation**



New Employee Safety Orientation  
Current Employee Refresher Training  
New Student Safety Orientation  
New Volunteer Safety Orientation  
Laboratory Safety Essentials  
Radiation Safety  
Workplace Violence  
15-Passenger Van Driving

- All New Employees
- All Current Employees
- All New Students
- All Volunteers
- All personnel working in a Research Lab
- All personnel working in a Research Lab with Radiation
- Available to All Employees
- Available to All Employees

### Step 1 – Click on BEGIN button

New Employee Safety Orientation



**REQUIRED FOR:** **BEGIN**  
All employees, regardless of FTE or job title.

**DESCRIPTION:**  
Level 1 - 5 safety modules/exams  
Level 2 - Site-specific form that must be printed and completed

**METHOD:** Online

[Return to Menu](#)

### Step 2 – Enter your number

Social Security number:

OR

Texas Tech ID number:

**LOGIN**



### Step 3 (if not found in database) – Select status

Please choose your status below:

- TTUHSC Faculty or Staff
- Internship/Fellowship (ex. SPA, JAMP, HHMI, SABR)
- El Paso Volunteer
- TTU Faculty/Staff (not employed by TTUHSC)
- Other

**SUBMIT**

### Step 4 – Navigate to modules and examinations

Module	Complete	Date	Options	
Accident Prevention			<a href="#">VIEW COURSE</a>	<a href="#">TAKE EXAM</a>
Emergency Procedures			<a href="#">VIEW COURSE</a>	<a href="#">TAKE EXAM</a>
Hazard Communication Act			<a href="#">VIEW COURSE</a>	<a href="#">TAKE EXAM</a>
Infectious Diseases Exposure Policy			<a href="#">VIEW COURSE</a>	<a href="#">TAKE EXAM</a>
Safety Programs			<a href="#">VIEW COURSE</a>	<a href="#">TAKE EXAM</a>



Completion of all 5 course exams with a passing score of 80% is required.

Mail to: TTUHSC Safety Services  
3601-4<sup>th</sup> Street; BA120; MS 9020  
Lubbock, Texas 79430

**New Employee Safety Orientation Program  
Level 2 – Site Specific Information**

Congratulations on completing the New Employee Safety Orientation Program. However, safety is an ongoing process that must be incorporated into your daily work activities. Please take time to answer the following questions regarding how the information you learned today applies specifically in your work area and **return to Safety Services –Lubbock MS 9020 within 5 days of completing NESOP.**

Name \_\_\_\_\_ TTUID or SS# \_\_\_\_\_ NESOP Date \_\_\_\_\_

1. My unit safety officer is: \_\_\_\_\_
2. The location of the emergency equipment closest to my primary work area:
  - A. Fire alarm pull station \_\_\_\_\_
  - B. Fire extinguisher \_\_\_\_\_
  - C. Fire evacuation route \_\_\_\_\_
  - D. Outside reassembly area \_\_\_\_\_
  - E. Interior shelter area \_\_\_\_\_
  - F. First-aid supplies \_\_\_\_\_
  - G. Eye wash stations (lab only) \_\_\_\_\_
  - H. Safety shower (lab only) \_\_\_\_\_
3. The Material Safety Data Sheets are located: \_\_\_\_\_
4. Departmental code words for security: \_\_\_\_\_
5. Nearest hand washing facilities: \_\_\_\_\_
6. Location of personal protective attire: \_\_\_\_\_
7. I would like Safety Services to evaluate my work area for potential ergonomic problems. Yes No
8. I have received training regarding the proper use of the equipment/materials in my area (circle all that apply):

computer	sharps container	centrifuge	Select agents (specify)
printer	hazardous chemicals	fume hood	_____
copy machine	gloves	biological safety cabinet	_____
fax machine	biohazardous waste	clean air bench	Other (specify)
paper shredder	pallet jack	UV light source	_____
telephone	fork lift	electrophoresis equipment	_____
hand tools	power tools	gas cylinders	_____

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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