

USO Checklist

INITIALLY

- Schedule New USO Orientation by contacting the Safety Services office or complete online New USO orientation.
- Login to Safety Services website to verify access to the USO Admin Controls system.
- Review and/or develop departmental emergency evacuation routes and determine severe weather shelter areas and inform personnel.

MONTHLY

- Check the compliancy status of safety training for all employees within your department(s). **Safety Training deadline for all employees: August 31st.**
- Turn in completed signature sheets by the last working day of the month. Remember to avoid turning in duplicate signature sheets.

APRIL and SEPTEMBER

- Conduct Fire Emergency Response Training with all department faculty and staff. Use Attachment B of TTUHSC OP 75.16. **To help prepare, attend the Fire Safety Class for USOs.**

YEARLY

- Complete Health and Safety Review of assigned department.
Dept. to review _____
Month to conduct review _____
- Attend USO conference each fiscal year.
- Attend a Fire Safety Class for USOs. Call the Safety Service office to set up the date/time.
Date/Time for class _____

ONGOING

- Locate and keep Safety Manual in an accessible area. (Updates may be mailed occasionally.)

- For *CURRENT* employees, choose safety training method best suited for you and your department and coordinate the training:
 - Pamphlets
 - Videotapes
 - Online Refresher courses
 - Lecture Presentations

- NEW* employees must complete their Safety training (NESOP Levels I and II) through the safety training online system at the following address:
www.ttuhsu.edu/admin/safety/training
The NESOP Level II form will be completed with either Unit Safety Officer or supervisor help.

- All employees (new and current) must complete their Safety training in all 5 required areas:
 1. Accident Prevention (AP),
 2. Emergency Procedures (EP),
 3. Right-to-Know Law (RTK),
 4. Infectious Disease Exposure Plan (IDEP), and
 5. Safety Programs (SP)before the end of the fiscal year, August 31st.

NOTE: Training signature sheets must be turned in to the Safety Services office as soon as they are completed. It is optimal that all training records be submitted to the Safety Services office by August 15th of the current Fiscal Year. NO TRAINING CREDIT will be recorded for training records submitted after the end of the Fiscal Year, August 31st.