

Texas Tech University Health Sciences Center El Paso  
Operating Policy and Procedure

**TTUHSC El Paso New Employee Safety Orientation Program (NESOP)  
Level 2 – Site-Specific Information**

Welcome to Texas Tech University Health Sciences Center El Paso. As part of an ongoing effort to maintain a safe work environment for TTUHSC El Paso employees and students, the Department of Safety Services gives you an opportunity to learn about safety-related information that applies specifically to your work area. Please take time to answer the following questions to be better informed and prepared. **Return this form to the Safety Services office within five days of completing New Employee Orientation.**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

eRaider: \_\_\_\_\_ Status (circle one): Employee Volunteer Student

1. Name of Unit Safety Officer: \_\_\_\_\_

2. The location of the following emergency equipment closest to my primary work area:

A. Fire alarm pull station \_\_\_\_\_

B. Fire extinguisher \_\_\_\_\_

C. Outside reassembly area \_\_\_\_\_

D. Interior shelter area \_\_\_\_\_

E. First-aid supplies \_\_\_\_\_

F. Nearest AED (Automatic External Defibrillator) \_\_\_\_\_

G. Eye wash station (in lab) \_\_\_\_\_

H. Safety shower (in lab) \_\_\_\_\_

3. Chemical Safety Data Sheet (SDS) can be accessed \_\_\_\_\_

4. Department code word(s) for security \_\_\_\_\_

5. Nearest hand-washing facilities \_\_\_\_\_

6. Location of personal protective attire/equipment (PPA/PPE) \_\_\_\_\_

7. I have received training regarding OP75.16 Fire and Life Safety; including the content of both Attachment B and D.

8. I have received training regarding the proper use of the safety equipment / materials in my area (circle all that apply)

Sharps container	Centrifuge	Biohazard waste
Hazard chemicals	Fume hood	Gas Cylinders
Gloves	Biological safety cabin	Select agents (specify) _____
Pallet jack	Clean air bench	Other (specify) _____
Forklift	UV light source	_____
Power tools	Electrophoresis equipment	_____

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR or USO SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_