

**# 3**

**Worksite Orientation Guides/Checklists**

**Resources and Links**

**Summary Information and Requirements**

**Becoming Familiar with Your Worksite**

The orientation process at a large institution such as Wake Forest University Health Sciences can be overwhelming at times. There are classroom sessions, online courses, tons of paperwork and so on. That is why EH&S has designed Guides (checklists) which help each faculty, staff, and volunteer become familiar with their specific work areas. These Guides, if worked attentively, can provide a solid footing for sound and safe work practices in a lab, clinic, animal care setting, engineering shop, or administrative/academic office.

Under normal circumstances, you will receive your Orientation Guide during the Monday afternoon orientation session in the Kitty Hawk Room, Piedmont Plaza I. If for some reason you do not receive your Guide, it is available as a link in the column to the left.

**What You Need to Do**

- Use the appropriate Guide for your status (faculty, staff, grad student, volunteer...).
- Work with someone knowledgeable in order to receive consistent and accurate information. This may be a PI, supervisor, lab or clinic manager, or a specific person designated to handle safety and health matters.
- Review each question and check complete only if the action is understood and fully accomplished.
- [Contact EH&S](#) if there is a question or clarification is needed.

Forward the completed Guide to Amy Nelson, EH&S Education. Make a copy for your records