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Intended Audience	PIFSC managers, supervisors, sponsors, and collaborating PI's who are located at the IRC.		
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Document Revision History

The most recent revision should be listed first, with subsequent revisions following. Attach additional pages as necessary.

Date of Revision	Areas Revised	Revision Explanation
27AUG2020	§6	(v2.5) Updated protocol as, CLC is no longer available for affiliates.
23JUN2020	§4	(v2.4) Updated contact info for IRC SECO.
25OCT2019	Entire doc	(v2.3) Updated links and URLs.
2MAR2018	Entire doc	(v2.2) Added note about RCUH incident reporting requirements (§B). Added link to PIFSC Hurricane and Natural Disaster Preparedness and Response Plan. Updated Appendix A, checklist. Minor corrections and updates throughout.
4MAY2017	Entire doc	(v2.1) Added Appendix A: Checklist. Minor corrections and updates throughout.
25JAN2017	Entire doc	(v2.0) Converted to a google document for more efficient distribution. Added a companion google forms quiz for improved tracking and documentation of completion. Added information about IRIS. Added information about monthly safety assessments/inspections. Provided link to the intranet page with the most up-to-date instructions on how to add affiliates to the CLC..

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31AUG2016	§4, §6	Added reference to Building 130 safety orientation and to MIL. Updated process to give affiliates CLC access. Clarified that temp hires do not need CLC access. Posted updated document as Version 1.1

List of Abbreviations used in this document

(Additional abbreviations can be found on the PIFSC [acronym page](#))

AED	Automated External Defibrillator
CAC	Common Access Card
CFR	Code of Federal Regulations
CLC	Commerce Learning Center
CPR	Cardiopulmonary Resuscitation
DOC	Department of Commerce
ENS	Emergency Notification System (NOAA-wide emergency notifications)
FMB	Facilities Management Branch (also IRC/FMB)
IRC	Inouye Regional Center (aka NOAA Daniel K. Inouye Regional Center)
IRIS	Immediate Response Information System (emergency notification system used by PIFSC)
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
OMID	Operations, Management and Information Division of the PIFSC
OSHA	Occupational Safety and Health Administration
Peeps	Slang for 'people' (often used to refer to a person's friends or associates). Also the name of the personnel information database for PIFSC staff.
PIFSC	Pacific Islands Fisheries Science Center, NOAA NMFS
POC	Point of Contact
SECO	Safety and Environmental Compliance Officer
SOP	Standard operating procedure

1. Purpose:

This document offers instructions for supervisors and sponsors on how to provide a safety orientation for new hires, rehires, and departmental transfers.

2. Background

The orientation process should be conducted by the employee's supervisor. The PIFSC Safety Program Manager can also participate. Having the employee's supervisor explain how safety is working in day-to-day operations and activities presents tangible evidence that the organization's safety policies are actually being practiced.

While newly hired employees often receive safety orientation training, rehires and departmental transfers are often overlooked because they are often not considered "new" to the organization. However, over time, policies and procedures change, work processes change, chemicals used in processes change, and the hazards and exposures may vary from one department to another. For this reason, rehires and transferred employees need to be included in the safety orientation program.

If the new hire has supervisory responsibilities, please contact the PIFSC Safety Program Manager for information on how to participate in the required "Safety for Supervisors" training.

► Supervisors: Have your staff submit their answers to the review questions in the quiz. Successful completion of the quiz will be automatically recorded and will serve as documentation that you have reviewed this material with your staff. [PIFSC SOP 35-4 Safety Orientation for new staff quiz](#)

► A PIFSC Safety and Facilities Program checklist for new staff at the IRC is included as [Appendix A](#).

3. Responsibilities

Managers, supervisors, and sponsors – at all levels – are accountable for managing workplace health and safety with strong leadership and credibility. At the same time, staff involvement is indispensable to establish and maintain safety and health in the workplace. Respect of safety principles, standards and procedures is a fundamental aspect of everyone's job.

The employee's manager/sponsor is responsible for informing the employee of the known hazards found in the work environment and specific hazards associated with their job. The manager/sponsor is also responsible for developing, communicating, and enforcing procedures to mitigate the risks of known hazards.

4. Safety Orientation Topics

A. What to do if you are injured on the job.

Even though everyone takes the effort to reduce the risk of injuries, employees may still suffer an injury or illness on the job. When you are injured, the first priority is to receive prompt medical treatment. It is important to stay calm and get help. This also applies to you if you witness a co-worker suffer an injury.

Call 911 for emergencies.

An urgent and emergency medical care facility is located at:

Kaiser Permanente Moanalua Medical Center

3288 Moanalua Road

Honolulu, HI 96819

Phone: 808-432-0000

Hours: 7 days, including holidays open 24 hours

Pali Momi Medical Center

98-1079 Moanalua Rd

Aiea, HI 96701

Phone: 808-486-6000

Hours: 7 days, including holidays open 24 hours. Enter via Moanalua Road to Second driveway. Drop-off and short-term parking are available.

Due to the nature of their jobs, many of our employees are required to undergo first aid, CPR, AED, and even advanced first aid training. If your job does not specifically require it, you are encouraged to discuss with your supervisor your interest in receiving first aid, CPR, and AED training.

Your job duties may require you to be at various locations. Discuss with your manager/supervisor the steps to take when there is an injury off-campus, in the field, on a small boat, on a NOAA ship, or other work location.

B. Procedures for reporting accidents, near-miss incidents, hazards, injuries, and illness.

All mishaps, injuries, illnesses, motor vehicle incidents, near misses, and significant government property damage/loss involving persons associated with the PIFSC (including JIMAR, RCUH, volunteers, etc.), shall be entered into the NOAA Incident Reporting System by the employee's supervisor or federal sponsor within 24 hours of the event. The following is a link to the NOAA Incident Reporting System. (You can access this site from anywhere on the internet. You will be asked to login to your @noaa.gov gmail account.)

Click here ==> [NOAA Incident Reporting System](#)

Refer to the '[PIFSC Incident Reporting Guide](#)' (SOP-PIFSC-OMI-35-2), for step-by-step instructions. (You can also find the guide by clicking on the link '[Report an Incident](#)' which is located in the lower right side of the PIFSC Intranet homepage.)

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Note that affiliate staff may have additional reporting requirements for their hiring organization. For example, JIMAR Staff should contact the JIMAR administrative assistant for information on RCUH incident reporting requirements.

Even if there was no injury involved in the incident, we need to know about any accidents that resulted in damaged materials or equipment. And, to help us prevent future incidents, any near-miss or hazard also needs to be reported.

Informing PIFSC management

Every "work related" injury, illness or mishap shall be reported to your supervisor. Supervisors shall inform the following individuals by email as soon as possible:

- Operations, Management, and Information Division Director
- Kevin Wong, Facilities Services and Safety Program Manager (Operations, Management, and Information Division)
- Director of your division

Fatalities, injuries and illnesses involving hospitalization, or property damage in excess of \$1 million must be reported within 8 hours of the event and shall also be reported immediately to the Science Center Director and Deputy Director.

Reporting of safety hazards and concerns in the workplace

Supervisors have a responsibility for ensuring the safety and well-being of their employees. Supervisors and employees have a role in maintaining a safe work environment. Contact your supervisor whenever you observe a possible safety or health hazard. Your supervisor may request your assistance in preparing form CD-351 "Report of Possible Safety/Health Hazard." The report can be sent directly to the PIFSC OMID Safety Program Manager.

Anyone (supervisor, non-supervisor, federal employee, or affiliate) can prepare a [CD-351](#). You do not need to include your name on the form. The form can be placed in an interoffice envelope and sent directly to the PIFSC Safety Program Manager.

If you do not wish to notify your supervisor or the PIFSC OMID (e.g. for personal reasons or if corrective action has not been taken within a reasonable time-frame) you can send the form to the IRC Safety and Environmental Compliance Officer (SECO). You can also use the [HazRep on-line reporting tool](#) to file a report directly to the NOAA Safety and Environmental Compliance Office at headquarters.

For more information, review the PIFSC Incident Reporting Guide on the PIFSC intranet:

http://intra.pifsc.gov/safety/accident_reporting_guidelines

C. Injury Prevention: What you can do.

1. Practice good housekeeping

- Keep your workspace/office/workstation free from obstructions

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- At meetings: tape down AV equipment cords
- Keep floors clean and dry
- Clear walkways of wires, cords, and hoses
- Put tools and other materials away
- Clear away clutter and trash
- Organize and label workspaces to make sure things are put away properly
- Note that NOAA managers/supervisors are required to conduct safety assessments/inspections of the workspaces that their staff utilize at least once every month (or more frequently as necessitated by the type of work.) This includes office workstations.

2. Immediately correct unsafe conditions and acts that are in your control. Warn others if you know about a hazard that's not obvious.

3. If it is beyond your control, bring it to the attention of:

- Your supervisor or team leader first.
- If you can't find anyone to respond, talk to the PIFSC Safety Program Manager (kevin.wong@noaa.gov; 808-725-5433) or the IRC Safety and Environmental Compliance Officer (jason.p.beaman@noaa.gov; 808-725-6198)
- If you can't find anyone in your Line Office to respond, contact NOAA's Environmental, Safety, and Sustainability Office. Contact info at: <http://www.seco.noaa.gov/>

D. What to do in case of an emergency.

Keep your emergency contact information up-to-date

During an emergency, information and status updates may be sent to you via email, phone, and/or text message. The nation-wide NOAA Emergency Notification System (ENS) will send you alerts based on the contact information you entered in the NOAA Staff Directory.

⇒ Update your ENS information in the NOAA Staff Directory: <https://nsd.rdc.noaa.gov/member/contact>

The IRIS (Immediate Response Information System) is based on the employee contact information in the PIFSC Peeps system and is used by the PIFSC Director to send timely information to local staff about local situations. This may include information about local weather hazards or natural disasters, building closures and incidents, when to return to work after an event, etc.

⇒ Contact your administrative assistant to confirm that your contact information is up-to-date in the Peeps system.

Fire Emergency

You need to be aware of the procedures to follow to protect yourself and others from injury during fire and other facility emergencies. We conduct regular emergency drills so that you and your co-workers know what to do and where to go during an emergency.

Evacuate the building immediately if there is a fire alarm. Re-group at the PIFSC rally point in the parking lot. Click here for a [map of the rally point](#). To facilitate accounting for employees, the Division

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Director or the next in command will be directing all division staff to line up behind them. (Larger divisions with multiple programs may have staff line up behind their Program Leaders.)

For more information, review the [PIFSC Floor Monitors and Building Evacuation protocol](#).

Hurricane and Natural Disasters

Before the start of hurricane season, review the [PIFSC Hurricane and Natural Disaster Preparedness and Response Plan](#). This plan establishes policies and procedures to be followed in the event that a hurricane or other natural disaster threatens the NOAA Inouye Regional Center (IRC).

IRC Occupant Emergency Plan

Take the time to review the IRC's Occupant Emergency Plan. The latest version can be found on the IRC website at the following URL. (You may need to be on the IRC network to access this page.)

http://irc.noaa.gov/?page_id=341

Steps to prepare for emergencies:

- Learn all your office and building emergency action plans and emergency telephone reporting numbers.
- Practice emergency drills.
- Know how to report fires, spills, other emergencies.
- Know how to find and use fire alarms, fire extinguishers (if trained), emergency exits, Automated External Defibrillators, (AED), first aid equipment & supplies.
- Recognize alarm signals that will tell you to evacuate or take other action. Alarms may be audible and/or visual.
- Know and walk to your evacuation routes and rally points. Check in with your floor monitor when you are safely out of the building.
- Locate shelter areas.

E. Standard operating procedures (SOP) for your program

SOPs help you to learn from the people who came before you, and allow you to teach those who will come after you.

Ask your supervisor for the SOPs for the types of activities you will be engaged in as part of your work. SOPs should include contingency plans. Work with your supervisor and colleagues to update (or to develop) SOPs for your program. SOPs should be described in a written document.

F. OSHA recordkeeping requirements

OSHA requires employers to keep records of work-related injuries and illness. This recordkeeping helps OSHA:

- Develop information regarding the causes and prevention of occupational injuries and illness.

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- Maintain a program of collection, compilation, and analysis of occupational safety and health statistics for all industries.

For the IRC campus, the OSHA required summary of injuries is posted each year in the glass cases near the pantries.

G. Hazard communication

About 32 million workers are potentially exposed to one or more chemical hazards. There are an estimated 575,000 existing chemical products, and hundreds of new ones being introduced each year. Exposure to chemicals poses a serious problem for many workers.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may also be safety hazards and have the potential to cause fires, explosions, and other serious accidents.

Because of the seriousness of these problems, and because many people know little or nothing about them, Congress passed The Right-To-Know law. The Occupational Safety and Health Administration (OSHA) subsequently developed the Hazard Communication standard to establish uniform requirements for informing employees about hazards related to workplace chemicals.

The Hazard Communication standard (29 CFR 1910.1200) ensures that the hazards of all chemicals produced are evaluated, and that information concerning these hazards is transmitted to employers and employees. Under the provisions of this standard each employee exposed to hazardous chemicals must receive information about those chemicals through a comprehensive hazard communication program which includes identification of chemical hazards, chemical labeling, and material safety data sheets in the training program.

All employees who work with hazardous chemicals require training on hazard communication.

H. Personal protective equipment.

Some jobs involve hazards that cannot be eliminated or reduced to a safe level through the use of engineering controls. When this is the case, employees are required to wear personal protective equipment (PPE). Some examples of PPE include:

- * Foot protection.
- * Eye and face protection.
- * Hand and arm protection.
- * Head protection.
- * Respiratory protection.
- * Protective clothing.

Your supervisor/manager will assess the hazards in your workplace and determine if PPE is needed. Then the supervisor selects the type of PPE that will provide adequate protection and provides the PPE to the employees.

The PPE must fit properly, and employees must receive training in:

- * When PPE is necessary.
- * What PPE is necessary.
- * How to properly put on, take off, adjust, and wear PPE.
- * The limitations of the PPE.
- * The proper care, maintenance, useful life, and disposal of the PPE.

I. Procedures for lockout/tagout.

Many accidents occur when an employee is servicing equipment.

When servicing or performing maintenance on equipment or machinery, you must be sure that the equipment cannot unexpectedly start up or release stored energy. The procedure for isolating the energy sources is called lockout/tagout.

In addition, when performing lockout/tagout on equipment and machines, the operators and the people working in the area need to be informed that lockout/tagout is being applied and servicing is being done on the equipment and machines. Lockout/tagout is a warning and prevention system for unexpected startup and release of stored energy.

Heed all lockout/tagout signs and devices. Do not activate equipment if it is being serviced. If you are unsure, investigate and ask.

Consult with your supervisor and SECO before attempting a task which will put yourself in a position where the inadvertent activation of equipment or release of stored energy can injure you.

J. Motor Vehicle Safety

To operate a government vehicle, you will need to be authorized by your supervisor and approved by the Operations, Management and Information Division (OMID). In addition, you will need to attend a defensive driving course and take additional training related to reporting vehicle accidents. Discuss these requirements with your supervisor.

K. Laboratory Safety

Supervisors can request access to the PIFSC Biology and Chemistry laboratory spaces and/or the Marine Instrumentation Laboratory (MIL) spaces. Approval is at the discretion of the PIFSC Laboratory Manager and MIL Manager. Additional training, a lab safety orientation, and a signed laboratory use agreement, are required. Discuss these requirements with your supervisor and the lab managers.

L. Building 130 Safety

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Building 130 (B130) includes a variety of workspaces to support mission requirements such as a warehouse, boat maintenance bays, electronic/metal/wood shops, etc. Supervisors can request access to the Building 130 common-area spaces for their employees. Approval is at the discretion of the B130 Area Manager. Staff who plan to access B130 shall be familiar with the B130 Operations and Safety Manual and shall be given an orientation/safety briefing to the area. A signed B130 User Agreement is required. Discuss these requirements with your supervisor and the B130 Area Manager.

M. Slips, Trips, and Falls

Slips, trips, and falls are one of the leading causes of unintentional injuries in the United States. Slips, trips, and falls constitute the majority of general industry accidents.

Slips, trips, and falls are the number one category of lost time injuries at NOAA. They occur in laboratories, hallways, doorways, sidewalks, roads, boats, ships, docks, intertidal zones, parking lots, and streams, just to name a few places.

Review the National Safety Council handout, “Slips, Trips and Falls”

<https://www.nsc.org/work-safety/safety-topics/slips-trips-falls>

Keep your work area and aisles clear and free from hazards. Clean up spills immediately. Report any concerns or issues with the walking/working surfaces in your area to your supervisor. A building maintenance request can be submitted via the IRC home page. (Click the link “IRC FMB Maintenance Request Form” on the right side of the page.)

<http://irc.noaa.gov/>

N. Safe lifting techniques.

Although back problems are common sources of pain and disability, most of these problems are preventable through the use of proper lifting techniques.

There are a variety of stresses that improper lifting, twisting, or bending can put on the back. Back problems can include:

- * Strains and sprains.
- * Torn ligaments.
- * Ruptured or slipped disks.
- * Muscle spasms.

When you need to lift on the job, you need to follow safe lifting techniques.

Review the fact sheet titled, “Proper Lifting Techniques”

<https://www.grainger.com/content/qt-proper-lifting-techniques-221>

5. Welcome to Working Safely – Information for New Employees

It's up to your employer to provide you with a safe workplace. Your employer's safety programs serve as a foundation and guide to safety. The bottom line, however, is you. It's up to you to follow the safety

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rules and safe procedures that are in place. There is no single program that will guarantee safety, but there are plenty of guidelines to help you work safely:

- Understand the organization's safety goals. Use them to guide your actions.
- If you have the opportunity, become involved with safety committees or offer suggestions. Each and every worker is an important part of the total safety effort.
- Keep in mind the simple fact that we are all ultimately responsible for our own safety.
- Be aware that you are more accident-prone if you are not concentrating on the job. Focus on the job and your safety. If you are thinking about personal problems or are daydreaming, you aren't giving all your attention to your safety as you work. Don't let inattention lead to an injury. After all, an injury will only add to your problems and will keep you from having fun off of the job.
- Make sure you know who to call for help in case you or one of your co-workers becomes injured. Everyone needs to know how to get medical attention when there is an injury.
- Follow the procedures for reporting accidents, near-miss incidents, hazards, injuries, and illness. Reporting gives your employer the opportunity to find ways to keep the incident from happening again.
- Know what to do in case of an emergency. The response to an emergency can only be safe and organized when everyone knows what to do and follows instructions.
- Be familiar with the warning signs and tags that are posted in your facility. You can prevent an injury by paying attention to the warnings.
- Understand that your employer has recordkeeping requirements. And, if you are exposed to hazardous chemicals, you can have access to your exposure and medical records.
- Remember that accidents frequently happen when you hurry or take short cuts. Also, when you become very familiar with your job, you can get complacent about safety. The more you know about a process, the easier it is to be tempted to take short cuts. Short cuts are accidents waiting to happen.
- Never take risks with your hands, fingers, eyes, or life. If a task seems to be too risky, stop and ask about how to make the job safe.
- Ask questions about anything you do not understand or about any procedure that is not clear. If something seems wrong, ask before you do something that could lead to an injury.
- Be a model of safe practice. And, don't ignore any unsafe habits you see demonstrated by your co-workers. Your actions could keep someone else from being injured.
- Remember that there is no such thing as a "freak accident." If it happens once, it can happen again.
- Take safety training seriously. Your employer has identified the hazards involved in your work, and training gives you the knowledge you need to keep yourself and others safe.
- Understand that rules, regulations, policies, and procedures serve essential purposes in providing safety. Ultimately, however, it is up to you to think and act safely for your personal benefit.

6. Ensure That New-Hires Have Access to the Commerce Learning Center (CLC)

Training material and other information are often delivered to staff via the Commerce Learning Center (CLC). The CLC is an online system that provides training courses and tracking for NOAA employees. The

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PIFSC uses the CLC to track both online and instructor led training (ILT) events. An advantage of using the CLC is that the employee will be able to login and see what's on their transcript and to help keep the information up-to-date.

Confirm access to the CLC

NOAA Employees should have been automatically added to the CLC system. Please confirm that you have access by going to the following URL and clicking on the "NOAA" link. Use your CAC credentials to login.

<https://doc.csod.com/client/doc/default.aspx>

CLC for affiliates

The CLC is only available for government employees and contractors working under certain specific contracts.

Alternatives to the CLC will be used to deliver required training materials to affiliates.

7. Taking the Quiz to Acknowledge That you have reviewed This Document

After reviewing this document with your supervisor, click the following link and submit your answers to the review questions.

[PIFSC SOP 35-4 Safety Orientation for new staff quiz](#)

Appendix A: PIFSC Safety and Facilities Program checklist for new staff at the IRC

	Item	Why this is important
<input type="checkbox"/>	Complete the PIFSC Safety Orientation for New Staff	Your manager/supervisor/sponsor is accountable for managing workplace health and safety with strong leadership and credibility. Awareness of common risks, an understanding of basic safety protocols, and where to find more information are the building blocks of developing a safety-aware staff at PIFSC. Completing the short online quiz records that you reviewed the briefing.
<input type="checkbox"/>	Confirm that you have a @noaa.gov email account.	The NMFS EDM wiki, accessible from anywhere on the internet, requires a @noaa.gov account to login. In the event of an area-wide incident (such as a natural or man-made disaster or extreme weather event) emergency IRIS messages to your phone may direct you to a NMFS EDM wiki page which has timely and pertinent information related to the incident.

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	<p>The nation-wide NOAA Emergency Notification System (ENS) is based on @noaa.gov user accounts.</p> <p>Internal PIFSC google sites with information relevant to your job (such as the intranet, Laboratory web pages, Building 130, IRC Safety and Environmental Compliance, and others) are typically viewable by anyone with a @noaa.gov account.</p> <p>You need a @noaa.gov account to file a report to the NOAA Safe incident reporting system.</p> <p>All-hands messages from the PIFSC Director's Office or IRC Site Manager will be sent to your @noaa.gov email address.</p>
Update the Peeps database with your contact information	<p>Information on how to contact you is stored in the PIFSC Peeps database. This information is used to populate the Immediate Response Information System (IRIS). The PIFSC Director's Office uses IRIS to send timely information to Oahu-based staff about local situations. This may include information about local weather hazards or natural disasters, PIFSC closures and incidents, when to return to work after an incident, etc.</p> <p>(Contact your admin assistant to update your information.)</p>
Update the national NOAA Staff Directory with your emergency contact information	<p>The nation-wide NOAA Emergency Notification System (ENS) pulls data from the NOAA Staff Directory to send you alerts. Emergency notices related to Ford Island and/or the IRC may be transmitted to you via the NOAA ENS.</p> <p>(Goto https://nsd.rdc.noaa.gov/ and click on "login" in the upper right corner.)</p>
Complete the Laboratory User Agreement	<p>Applicable to laboratory users only. You will not be able to access or use the labs without this.</p> <p>(Contact the Laboratory Manager.)</p>
Complete the Building 130 User Agreement	<p>Applicable to Building 130 users only. You will not be able to use the Building 130 facility without this.</p> <p>(Contact the Building 130 Common-area Manager.)</p>
Update Archibus building management system with your office	<p>Your division's workspace utilization, costs, future needs, and other metrics are based on the data in Archibus.</p> <p>(Contact your admin assistant to update your information.)</p>

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	location and phone number	
	Meet with the PIFSC Safety Program Manager	The PIFSC Safety Program Manager is available to help answer your questions, address concerns, and provide information.