First Day Briefing
Part I

- Fire Safety at Parker-Lincoln
  o Emergency Evacuation from office
  o Make appointment in first week to discuss with Ron Still (Division Fire Marshall)
  o Meeting location for fire evacuations
  o Location of nearest fire extinguisher to office
  o Location of nearest fire call box to office
  o Do not use the garage door exit in case of emergency
  o No open flames in office (matches, candles, etc)
  o No smoking in building, except designated smoking rooms
  o No auxiliary heaters or heating appliances in office

- Tornado and Severe Weather Safety at Parker-Lincoln
  o Emergency shelter location

- 9-911

- State Capitol Police are our police, not Raleigh Police. Phone number is 733-4646 (24 hrs)

- Workers Compensation Form (where and when)

- Use of Urgent Care Center across Capital Blvd. (MedFirst Medical Center & Urgent Care, M.A. Samia, MD, 878-4647). Good for minor injuries to potential broken bones. Approved by DENR for Worker’s Comp claims. May avoid perils of Emergency Room, when appropriate.

- Availability of CPR & First Aid Training

- Division Safety Equipment
  o Safety Equipment Bags
  o Safety Shoes (see Ron Pridgeon)

- NC State Employees Safety and Health Handbook (on Intranet)
- DPPEA Building Safety Awareness Handbook (on Intranet)
- Office Safety (Brief Overview & instruct on follow up)
- Vehicle Safety (Brief overview & instruct on follow up)
- Site Visit / Industrial Site Safety (Brief overview & instruct on follow up)

New Employee:__________________________________________________________
Signature _____________________________________________________________
Date __________________________________________________________________

Supervisor or Division Personnel Rep.:_______________________________________
Signature ______________________________________________________________
Date __________________________________________________________________

Follow Up Instructions:____________________________________________________
________________________________________________________________________
________________________________________________________________________
Part II

(to be completed, discussed with, and signed by Supervisor within 2 weeks of start date or prior to first off site field visit.)

Office Safety
- Electrical Equipment – heaters, halogen lights
- Trip/Fall Hazards – cords, file cabinets, and tall bookcases
- Ergonomics
- After-hours safety at Parker-Lincoln
- Wear ID badge

Vehicle Safety
- BUCKLE UP & check how to unbuckle quickly in emergency
- Know how and when to refuel
- Motor Fleet Management 24-hour emergency assistance number
- If in accident, report to police and Motor Fleet Management (if the car is not drivable). Accident reporting form is in glove compartment of car; start filling it out at the scene if possible
- Drive state vehicles with increased awareness. Obey the speed limits and yield even in the extreme to other drivers. There are citizens hoping to catch a state employee performing inappropriately or even appearing to be rude.
- Familiarize yourself with car, including ABS brakes, and set the mirrors before pulling into traffic
- Practice all the safe and defensive driving techniques you have ever learned

Off-Site & Industrial Safety
- Understand the federal Hazard Communication Standard
- Understand federal Right-to-Know intent and learn to use Material Safety Data Sheets (MDDSs) in your site visit investigations, when appropriate
- Learn the NFPA code signs and how to interpret what they tell you about an area you are entering. [diamond shaped, four quadrant signs containing numbers 0 to 4 indicating greatest risk present for flammability, toxicity, and reactivity]
- Personal protective equipment (PPE). Follow the requests of the host facility, but trust your instincts and feel empowered to say, “Thank you, I’ll wait outside.”
  - PPE may be required for: ear protection (hearing protection devices), foot protection (safety shoes), eye protection (safety glasses), and head injury prevention (hardhat)
- Confined Space Entry – learn what a confined space is and avoid entering one, even if invited by your host
- Lockout/Tagout – learn what lockout/tagout is and if the facility you are visiting uses it properly. If yes, obey all requests and do not asked to ‘end run’ their procedures. If no, proceed with caution, if you know you are safe, but know that a manufacturing plant is probably out of compliance if they do not have such a program and do not come in close contact, reach into, or ever enter electrical or mechanical moving equipment.

- Slips, trips, and falls are perhaps the most likely accident you will have during a site visit. Familiarize yourself with the safety fact sheet and be ever observant about wet, oily, or powder/grit-covered surfaces, and ever vigilant about climbing, stairs, and catwalks. (See Tip Sheet)

- Snakes, mosquitoes, & Ticks (See Tip Sheet)

- Contact lens wearers and glasses wearers

- Site safety checklist

- IF YOU ARE NOT COMFORTABLE, DO NOT DO IT!!!