



New Employee Safety Orientation

EMERGENCIES

Call **9-911** (give address, room number), then call

Capitol Security – 9-651-296-2100 (Give building location, room number)

Capitol Security – 9-651-296-6741 (Non-emergency number for escorts, information)

Medical Emergencies – Call 9-911 and Capitol Security; Defibrillators (AEDs) are located within buildings; CPR/AED trained individuals within buildings

Fire Emergencies – if you hear a fire alarm, see smoke or fire, find nearest exit, follow directions of floor monitors; use fire extinguishers only if trained and have an exit available; Evacuation location is the Armory (unless otherwise directed)

Severe Weather Emergencies – follow directions of floor monitors; evacuate to lowest level; stay away from windows

Other Emergencies – follow directions of floor monitors or announcements on PA system

There is a potential that employees may need to perform work during emergency situations. Discuss your department's Continuity of Operations Plan (COOP) with your supervisor.

Link to BeReadyMN Pandemic Information: [BeReadyMN website](#)

Admin Emergency Information Line: **866-901-7705** (receive updates about emergency)

Admin Family Message Line: **866-396-9961** (family members can leave messages for employee)

GENERAL

Safety Goals – Ensure a safe workplace for all thereby reducing injuries and worker's compensation claims.

Safety Expectations – Report unsafe conditions and incidents to supervisor; follow safe work practices; ask questions if you don't understand; wear appropriate personal protective equipment

Safety Policies - [Administration Safety Policies website](#)

REPORTING INJURIES

Report any potential work related injury or illness to your supervisor as soon as possible. If medical attention is required for a work-related injury, you should go to one of our designated providers (see yellow posters in work areas).

MN Occupational Health (8:00am-6:00pm M-F)

Safety Committee – Admin Safety Committee meets 1st Thursday of month
Minutes posted at the link under Safety Committee ([safety committee minutes posted on website](#))

VIOLENCE IN THE WORKPLACE

It is our goal to achieve a work environment, which is free from threats and acts of violence. Neither of the departments will tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

Contact Capitol Security, St. Paul Police for immediate assistance. Report incidents/threats as soon as possible to your supervisor or manager or Human Resources.

ERGONOMICS

Workstation evaluation – contact Safety Administrator

Website info for setting up workstations – [Risk Management's ergonomics website](#)

Defensive Driving Link – [MNsafe Defensive driving online course link](#)

CONTACT INFORMATION

Name: Safety Administrator for Administration

Phone: HR main line 651-259-3700

Acknowledgement of the review of the general safety topics listed above:

Employee signature: _____ **Date:** _____

Safety Administrator/Trainer signature:

Date: _____

Return completed copy to:

Safety Administrator
Centennial Office Building, HR Office, Fax # 651-296-0579