

# When You Arrive... An EH&S Office Move-in Checklist

Complete the following upon your arrival to your new Stanford University office workstation. Provide a copy of this form to your supervisor.

**Employee Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

<b>A. Workplace Assessment (check if complete)</b>	<b>For assistance, please follow these steps:</b>
<input type="checkbox"/> An ergonomic self-evaluation of your new computer workstation has been completed. If not yet done, complete the EH&S web-based computer ergonomics training (EHS 3400).	Complete EH&S computer <a href="#">workstation self-evaluation</a> <sup>1</sup> . The ergonomics training is available at <a href="http://axess.stanford.edu">http://axess.stanford.edu</a> . Report any workstation deficiencies to your supervisor.
<input type="checkbox"/> Necessary adjustments to your furniture have been made. As needed, product manuals have been located.	Complete EH&S computer <a href="#">workstation self-evaluation</a> <sup>1</sup> . If additional assistance is needed, contact <a href="#">Ergonomics Program</a> .
<input type="checkbox"/> All furniture and equipment in your workstation are installed correctly and are properly working.	Promptly report any discrepancies or missing furniture/equipment to your supervisor.
<input type="checkbox"/> Your work area is free of potential slip/trip/fall hazards (e.g. boxes in walkways, uprooted carpet, electrical cords).	Remove, mark, and/or report (to your supervisor) any slip/trip/fall hazards immediately
<b>B. Emergency Preparedness (check if complete)</b>	
<input type="checkbox"/> Locate and review posted emergency evacuation plans and assembly points for your building.	
<input type="checkbox"/> Find at least two fire exits/ escape routes in your building.	
<input type="checkbox"/> Locate fire extinguishers and fire alarm pull boxes in your work area.	
<b>C. Additional Resources</b>	
<a href="#">Environmental Health and Safety</a> 723-0448 • <a href="http://ehs.stanford.edu">http://ehs.stanford.edu</a>	
EH&S programs include: <a href="#">Ergonomics</a> <a href="#">Occupational Health and Safety</a> <a href="#">Emergency Preparedness</a> <a href="#">Fire Safety</a>	
<a href="#">BeWell@Stanford</a>	- Resources for improving wellness - Information on Health Improvement Program

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<sup>1</sup> Form available at [http://www.stanford.edu/dept/EHS/prod/general/ergo/PDFs/self\\_evaluation.pdf](http://www.stanford.edu/dept/EHS/prod/general/ergo/PDFs/self_evaluation.pdf)