

## USO Checklist

### INITIALLY

- Schedule New USO Orientation by contacting the Safety Services office.
- Login to Safety Services website to verify access to the USO Admin Controls system. [http://el Paso.ttuhs c.edu/elpsafetyservices/uso\\_admin\\_controls/login.aspx](http://el Paso.ttuhs c.edu/elpsafetyservices/uso_admin_controls/login.aspx)
- Review and/or develop departmental emergency evacuation routes, determine interior shelter areas and inform personnel in your department(s).

### MONTHLY

- Check the compliance status of safety trainings for all employees within your department(s). Safety Trainings' deadline for all employees is August 31<sup>st</sup>.
- Turn in completed signature sheets by the last working day of the month. You can print as many signature sheets as needed.
- Conduct Fire Emergency Response Training with new employees. They must review the TTUHSC OP 75.16, RACE & PASS acronyms, emergency evacuation routes, assembly areas, interior shelter areas, etc. ***This training is included on the NESOP 2 form***, therefore, you do not need to print out a separate signature sheet. Mail original form to Safety Services office and keep copies for your records.

### YEARLY

- Complete Health and Safety Review of the department assigned to you.
- Fire drills are conducted each year by the Fire Marshal and the Safety Services department. All employees must participate. Use the signature sheet found on Admin Controls and choose both "fire drill" & "OP75.16b". Mail original sheets to Safety Services office and keep copies for your records.
- Attend the annual USO conference.

## ONGOING

- For CURRENT employees, choose safety training method best suited for you and your department and coordinate the training:
  - Online refresher courses
  - Pamphlets
  - Lecture presentations
  
- NEW employees must complete their safety trainings:
  - NESOP level 1 through the safety training online system at the following link:  
<http://el Paso.ttuhsc.edu/elpsafetyservices/training.aspx>
  - NESOP level 2 form will be completed with either the Unit Safety Officer or the supervisor's help.
  
- All employees must complete their safety training by completing all five required categories before the end of the fiscal year – August 31<sup>st</sup>
  1. Accident Prevention (AP)
  2. Emergency Procedures (EP)
  3. Right-to-Know/Understand (RTK)
  4. Infectious Disease Exposure Plan (IDEP)
  5. Safety Programs (SP)

**Note:** Training signature sheets must be turned in to the Safety Services office as soon as they are completed. In order for employees to obtain the required credit, all training records must be submitted to the Safety Services office by August 15<sup>th</sup> of the current fiscal year.

NO CREDIT will be recorded for training records submitted after August 31<sup>st</sup>.