



JST New Employee Environment, Health and Safety (EHS) Orientation

Welcome to SCU!

SCU wants to ensure the health and safety of our employees. Training is a key aspect to understanding how to prevent accidents and injuries and what to do when emergencies occur.

All new employees are required to complete the following within 30 days of starting work and supervisors are responsible for ensuring their employees are properly trained:

1. **JST New Employee Environment, Health and Safety (EHS) Orientation**
2. **JST EHS Work Area Specific Orientation and Training**

Below are more details regarding how to complete the training:

Step 1: Complete the JST New Employee EHS Orientation (EHS Level 1 Training)

The online JST EHS Orientation Course for New Employees is located on the SCU Learning Management System called Camino.

For Staff: to access the course in Camino go to <https://camino.instructure.com/register>, click on the “I’m a Student” button to create your account. Use the join code **J4DAYJ** to access the course. You will need to complete the course once you start the registration process. Please allow 40 minutes to complete the course.

For Faculty: To access the course directly in Camino go to <https://camino.instructure.com/enroll/J4DAYJ>

Faculty and Staff: The Course labeled “JST New Employee EHS Orientation” is the training you need to complete. There are three parts to the Course, the JST New Employee EHS Orientation PowerPoint, the Run, Hide, Fight, Surviving an Active Shooter Event video, and the New Employee EHS Orientation quiz. Click on the JST New Employee EHS Orientation link to start the Course.

Upon completing the Course PowerPoint slides, click on the Run, Hide, Fight, Surviving an Active Shooter Event video link and watch the video. Once you are done with the video, click on the JST New Employee EHS Orientation quiz link and take the quiz. The quiz may be taken up to three times, and your best score is recorded. A score of 9 out of 10 is required to pass the Course. The Course should take about 40 minutes including the quiz at the end of the course.

Step 2: Complete the JST EHS Work Area Specific Orientation Checklist for Office Areas (EHS Level 2 Training)

All new employees need to complete with their supervisor the appropriate [JST EHS Work Area Specific Orientation Checklist for Office Areas](#). The checklist must be reviewed, signed and retained on-file by the supervisor, who is responsible for ensuring their employees are properly trained. The checklist is found at: www.scu.edu/ehs/training

Please do not hesitate to call Sean Collins, EHS Director, at 408-554-5078 or spcollins@scu.edu with any questions regarding your EHS training or visit the EHS website at www.scu.edu/ehs.