

# LOUISIANA DELTA COMMUNITY COLLEGE

## Orientation Training Checklist

<http://www.ladelta.edu/humanresources/>

(Initial)

- \_\_\_\_\_ Bloodborne Pathogens Exposure Control Program
- \_\_\_\_\_ Bloodborne Pathogens PowerPoint
- \_\_\_\_\_ Drug-Free Workplace Policy
- \_\_\_\_\_ Sexual Harassment Policy
- \_\_\_\_\_ Code of Governmental Ethics “Code of Ethics Training for Public Servants”  
(attach **Louisiana Board of Ethics** certificate to this checklist)
- \_\_\_\_\_ Workplace Violence Policy
- \_\_\_\_\_ Hazard Communication Program
- \_\_\_\_\_ Safety Responsibilities and Rules
- \_\_\_\_\_ Delta Health and Safety Plan Online

**Name (printed)** \_\_\_\_\_

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

**Note:** Your signature reflects that you have reviewed and fully understand each of the above topics.

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

**Authorized Approval:** \_\_\_\_\_

### Instructions:

It is the policy of Louisiana Delta Community College that all employees as well as student workers receive Risk Management and Safety policies, procedures and awareness within 30 days of hire.

Initial each step above. Then print your name, sign and date this checklist, obtain supervisor’s approval and return the form to Office of Human Resources within 10 days at one of the following methods:

HAND DELIVER – HR department, State Office Building

SCAN – to [hr@ladelta.edu](mailto:hr@ladelta.edu) ;

FAX – 318-345-9018 (Office of Human Resources);

MAIL – Louisiana Delta Community College

Attention: Office of Human Resources, 24 Accent Road, Monroe, LA 71203