



NEW EMPLOYEE TRAINING (ONLINE)

As a new Switchpoint employee, you will need to go to the website below to watch our Orientation Video as well as other required training videos. This should be completed in a timely manner and before you start employment.

Complete and sign the attached quizzes related to these training videos and return all completed/signed quizzes to Human Resources or to your Supervisor/Manager.

If you have any questions – Please contact

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WEBSITE:

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BLOODBORNE PATHOGEN TRAINING

NAME _____ DATE _____

All bodily fluids should be treated as potentially dangerous. True or False

Name two ways to protect yourself

1. _____

2. _____

Fill in the Blanks:

Wash hands _____ after wearing gloves.

Avoid touching your face, _____ and _____.

I have been trained in Bloodborne Pathogen Safety.

Team Member Signature _____ Date _____

Manager Signature _____ Date _____



FIRE SAFETY TRAINING (2 VIDEOS)

NAME _____ DATE _____

Fire Triangle – Name the 3 elements to start and maintain a burn

1. _____ 2. _____ 3. _____

Fill in the Blanks:

We _____ fires by controlling the sources of _____ and _____.

Name 3 of the 8 things that cause fires:

1. _____ 2. _____ 3. _____

Name the 4 types of Fires:

1. _____ 2. _____

3. _____ 4. _____

What does the following acronym stand for?

P - _____

A - _____

S - _____

S - _____



FIRE SAFETY PROCEDURE

1. Pull the fire alarm if it is not already sounding; the Fire Department monitors the alarm and will respond immediately.
2. Do not attempt to extinguish a fire yourself.
3. Alert all clients/residents, staff, visitors, etc. and immediately evacuate the building. Direct everyone to the safe designated mustering station. For the Emergency Shelter, this is the Basketball Court.
4. Staff should collect the daily log, the visitor book and room chart.
5. At the mustering station, confirm that all clients/residents, staff, visitors, etc. have evacuated the building.
6. When the fire Department arrives, speak to the officer in charge. If required, give the officer a set of staff keys.
7. Contact the Shelter/House/Facility Manager and the Executive Director as soon as possible.
8. For a false alarm or other short-term evacuation, direct occupants back into the building once the Fire Department has authorized an all clear.
9. Complete a Critical Incident Form/Report.

At the Executive Director's direction:

10. If weather is inclement and if the evacuation will not be short, request the fire department provide buses for immediate short-term shelter.
11. Contact other agencies in the community, inform them of the situation and ask for assistance in providing temporary shelter for the clients/residents.

I have completed the Fire Safety Training, read/understand the Fire Safety Procedures and what I need to do in case of a fire emergency.

Team Member Signature _____ Date _____

Team Member Name (Print) _____

Manager Signature _____ Date _____



WHMIS Training

(Workplace Hazardous Materials Info System)

NAME _____ DATE _____

WHMIS – Name the 4-part system:

1. _____ 2. _____

3. _____ 4. _____

Name 6 Classifications

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Name 2 different labels to identify controlled products

1. _____ 2. _____

Name 3 common ways that chemicals enter the body:

1. _____

2. _____

3. _____

I have been trained in the dangers and safe use of hazardous chemicals and materials.

Team Member Signature _____ Date _____

Manager Signature _____ Date _____



DE-ESCALATION TRAINING

NAME _____ DATE _____

Name the 9 De-Escalation Skills taught in the Video – Fill in the Blanks:

1. Be _____ and non-judgmental. Try to understand their feelings – remember the problem is important to them.
2. Respect _____ . Keep at least _____ feet distance.
3. Use non-threatening _____ . No touching or pointing. Stand to the side and lower your _____ .
4. Be _____ , rational and remain _____ . You cannot control another person’s behavior, but you can _____ your own. Take their problem _____ .
5. Focus on _____ . How the person is _____ right now is more important than the facts.
6. Ignore challenging _____ . Don’t _____ and do not get into a _____ struggle.
7. Set _____ . Offer clear, simple choices and consequences. Remember the Code of _____ exists for all.
8. Choose _____ what you insist upon. Offer _____ that might serve them better. Be direct and kind.
9. Allow for _____ and silence. It’s OK to do that 10- _____ in your head and allow the person time to calm and focus on the situation.

I have been trained in the De-Escalation skills needed to perform my specific job duties.

Team Member Signature _____ Date _____

Manager Signature _____ Date _____



SEXUAL HARASSMENT & BULLYING TRAINING

NAME _____ DATE _____

Name the 3 Parts of Conduct of a Sexual Nature

1. _____ 2. _____ 3. _____

List one example in each category/part.

1. _____ 2. _____ 3. _____

What are the 2 Categories of Sexual Harassment?

1. _____ 2. _____

Jessica, the senior vice president, asks a new associate to stay late one evening. As they're working on a project, Jessica insinuates that the associate could be promoted more quickly if she would come over to Jessica's house for some "private dinner parties." Is this sexual harassment?

YES NO Into which category of Sexual Harassment does it fall? _____

Could sexually-charged jokes be sexual harassment? YES NO

Jack and Jill have worked together for 2 years. They started dating about 6 months ago and have started slipping away into a company coat room to have sex. It makes Michelle, a colleague who sits near the coat room, very uncomfortable. She's asked them twice to stop, but they just laugh at her. Is this sexual harassment?

YES NO Into which category of Sexual Harassment does it fall? _____

Michael is a long-time company vendor. He regularly sends pornographic memes or GIFs of women to the entire team. Everyone thinks it's hilarious, despite it being inappropriate. Peter, a new team member, finds the messages offensive. He's asked Michael to stop sending them, but he persists. Is this sexual harassment?

YES NO Into which category of Sexual Harassment does it fall? _____

Obscene or foul language should be avoided at work. TRUE or FALSE

Two male employees are “checking out” a regular customer and speaking lewdly about her body. Should you report this to your supervisor? (circle correct answer)

- a. Yes, this behavior can escalate if not reported.
- b. No, the employees are just engaging in “locker room talk.”
- c. Yes, but only if the customer could hear them.
- d. No, if the customer can’t hear them.

If you report a sexual harassment, your employer can move your workspace to a different, unheated building in the wintertime separating you from your colleagues to “protect” you.

TRUE or FALSE

Could consistent teasing about sexual orientation be considered sexual harassment?

YES NO

Tom and Jane have worked together for 2 years. They started dating about 6 months ago. This is a form of sexual harassment.

TRUE or FALSE

An employee can be terminated if they are found to have been bullying and/or harassing a co-worker?

TRUE or FALSE

I, _____ have completed and understand the Sexual Harassment/Bullying training that I have received. I understand that if I am involved in Sexual Harassment and/or Bullying it may be grounds for termination. I also understand that all Sexual Harassment and/or Bullying must be reported to my supervisor and HR.

Team Member Signature _____ Date _____

Manager Signature _____ Date _____



Employee/Drivers Safety Video

Name _____ Date _____

1. To ensure your safety before operating a vehicle, you should _____ your vehicle before daily travel.

2. _____ saves lives and reduce the risk of injury.

3. While driving, 100% of your _____ should be on the road.

4. Do not eat, drink, talk on the phone, or text while driving. _____ can be the difference between life and death.

5. _____ (What percentage) of all traffic fatalities in the US, involve impaired drivers.

6. You should keep further distance between bicyclist, pedestrian, and the car in front of you.

True or False

I have been trained in Vehicle/Driver Safety, will follow the rules of the road and Drive Safely.

Team Member Signature _____ Date _____

Manager Signature _____ Date _____