

HARVARD

CAMPUS SERVICES



Campus Services Orientation Program

New Hire orientation will be held, in person, every Monday from 9:00am –5:00pm. All new hires will have a Monday start date and will attend Harvard University Orientation and Campus Services Orientation (exceptions may occur on a Monday holiday).

The Orientation Day will cover the following:

- Participate in the Harvard University and Campus Services Orientation.
- Employees will obtain their Harvard Key.
- Employees will obtain their Harvard ID.
- May sign up for benefits.
- Complete available job specific training.

Job Specific Training

Covered in Orientation

New employees will take any online job specific training assigned in the Harvard Training Portal based on their role/classification and are required by state/federal regulation or University mandate. These will be completed during the orientation program.

Applicable New Hires:	Required online trainings/forms during orientation:
All CS staff	Preventing and Responding to Sexual Harassment and Other Sexual Misconduct
All CS staff	Confidentiality Agreement in Peoplesoft
All CS staff	Information Security Awareness
Building managers	Property, Facility, and Building Manager Orientation
Custodians	Custodial Safety
Custodians	Receive and complete Hepatitis B Form. Workflow TBD
Drivers	Transportation Services Safety
E&F trades and maintenance roles	Campus Operations Safety Initial
E&F Supervisors and Managers	Safety and Compliance Management Plan: read and acknowledge plan
E&F Office/	Safety Orientation

Applicable New Hires:	Required online trainings/forms during orientation:
Administrative roles	
EHS Emergency on Call Responders	General Laboratory Safety Initial, Laboratory Biosafety, Bloodborne Pathogens Cleanup, FEMA: Introduction to the Incident Command System
FMO (School of Public Health) Maintenance	Respiratory Protection
HRE & HUH Building manager	Building Manager Safety
HUDS staff	Allergen Awareness Certification (Instructions in HTP for getting certificate online)
HUDS, Faculty Club staff	Food Services Safety Initial
HUMS staff	Mail Services Safety
Landscapers	Landscaper Safety Initial
Parking monitors	Parking Monitor Safety
Recycling staff	Recycling Services Safety Initial

Not Covered in Orientation

Supervisor and Employee—Take Action

The following courses will be registered for during the orientation. **They will be completed at a future date. Supervisor and employee should communicate about training date and time.**

Applicable Staff	Course	Registration Info
FMO Maintenance, E&U, HRE/HUH - POAs and property maintenance staff	2 Hour Asbestos Awareness	Offered monthly – register in HTP during orientation
E&F trades, property maintenance	Confined Space Entry Training	Offered monthly – register in HTP during orientation
E&U BSP, E&U High Tension	CPR/AED	Offered quarterly – register in HTP during orientation

The following courses must be scheduled at the department level. Supervisor and employee will contact the EHS department Safety Officer.

Applicable Staff	Course	Registration Info
E&F trades	Respiratory Protection	If an employee is believed to need a respirator, contact Department Safety Officer
E&F trades (assigned by PR directly to BSP and CUP) May be required for others	Aerial Lifts	Contact Department Safety Officer

Applicable Staff	Course	Registration Info
E&F trades (assigned by PR with exception)	Electrical Safety / 70E / Electrical Safety Awareness	Contact Department Safety Officer
E&F trades (assigned by PR)	Electrical Safety Awareness	Contact Department Safety Officer
E&F trades (Not required for all)	Hotwork (NFPA Certification)	Instructions in HTP for getting certificate through NFPA/ Contact DSO for Live Training
E&F trades, property maintenance	Confined Space Entry Training	Offered monthly – register in HTP during orientation
E&U BSP	Fall Protection Authorized User	Contact Department Safety Officer
E&U BSP (assigned by PR)	In Service 1C Hoisting (forklifts)/In Service 3A Hoisting (Electric and Air Powered Hoisting Equipment)	Training will be provided locally with supervisor
E&U BSP, E&U High Tension	CPR/AED	Offered quarterly – register in HTP during orientation
E&U BSP, FMO Landscape, FMO Fire Group (assigned by HTP prescriptive rule - PR). HUDS	Hearing Conservation Awareness	Participate in annual hearing truck –Will be coordinated by supervisor
E&U BSP/DEF and Thermal Distribution	Underground Storage Operator Training (Various Levels)	Contact Department Safety Officer
EHS Emergency on Call Responders	OSHA Hazwoper 40 hour/OSHA HazMat Tech 24 hour	Contact Lisa Parsons
EHS IATA-trained shippers	IATA for EHS Personnel	Contact Lisa Parsons
EHS manifest signers	RCRA for EHS Personnel, Job Specific RCRA Training for authorized hazardous waste manifest signers, DOT for Hazardous Waste Shipments, DOT Security Plan - In Depth Training	Contact Lisa Parsons
Fleet mechanics	Vehicle Lift Safety	Contact Fleet Supervisor
Fleet mechanics	Servicing multi-piece and single piece rim wheels	Contact Department Safety Officer
FMO Maintenance, E&U, HRE/HUH - POAs and property maintenance staff	2 Hour Asbestos Awareness	Offered monthly – register in HTP during orientation
FMO Maintenance (HMS)	HCCM Orientation for Non-HCCM Workers	HMS Specific- Will be coordinated with supervisor
HUDS staff	Serv Safe Training	Contact Crista Martin
HUDS managers who oversee events	Crowd Manager Certification	Instructions in HTP for getting certificate online
HUDS Persons in Charge	ChokeSaver	Contact Crista Martin

This document is updated frequently. Last updated 8.17.2023

Applicable Staff	Course	Registration Info
HUMS	DOT Materials of Trade	Contact Department Safety Officer
HUMS, specific HUDS staff	Powered Industrial Trucks	Contact Department Safety Officer
HUDS staff (specific individuals) in Annenberg and 60 JFK	Electric Pallet Jack Safety	Contact Department Safety Officer

Training Portal Report Cadence*:

Recipient	Report(s)	Frequency
Senior Leadership	Overdue Report with Manager hierarchy	Quarterly
Directors/Associate Directors	Overdue Report with Manager hierarchy	Monthly
Managers (Reports 1 and 2 levels down)	Manager- Overdue Report Manager- 60 Day Forecast Report	Monthly
Supervisors	Manager- Overdue Report Manager- 60 Day Forecast Report	Weekly

**Reports will be set up beginning in February 2023.*