**Division Policy/Plans Orientation Checklist**

 **DMF**

|  |  |
| --- | --- |
| **Employee Name:** |  |

Below are links specific to the Division of Marine Fisheries. Click on the links to review the information provided. The purpose of this is to become more familiar with the division and its policies.

**Division of Marine Fisheries Policies**

[ ]  Review the [DMF Employee Handbook](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/admin/02-2020---NCDMF-Employee-Handbook.pdf). When changes are made to the Division Policy & Procedure Manual,

 updates are communicated to employees, division wide, and then updated on the online handbook.

[ ]  Review the [DMF Policy Manual](https://deq.nc.gov/media/26647/open)

[ ]  [Social Media](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/public-relations/10-2019---DEQ-Social-Media-Policy.pdf)

**About Marine Fisheries**

[ ]  [About DMF](https://deq.nc.gov/about/divisions/marine-fisheries/about-division-marine-fisheries)

**Disaster Procedures**

[ ]  [Computer Preparedness](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/disaster-procedures/Computer-Preparedness-TS-and-Cat.pdf)

[ ]  [COOP Training Presentation](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/disaster-procedures/COOP-Overview-March-2020.pdf)

[ ]  [Hurricane Response Plan](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/disaster-procedures/Hurricance-Plan-2020.pdf)

**Safety Policies/Manuals**

[ ]  Review the [DMF Safety Manual](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/safety/06-2017-DMF-Safety-Manual.pdf)

[ ]  Review the [NCDEQ Controlled Substance Abuse and Alcohol Misuse Policy 4.18](file:///N%3A%5CHR%5COTHER%5CCSA-AM%20Policy%20-%20April%202018.pdf)

[ ]  [NC DEQ Employee Acknowledgement](file:///N%3A%5CHR%5COTHER%5CEmployee%20Acknowledgement%20of%20Receipt%20of%20CSA%20%26%20Alcohol.pdf)  Print and sign the NCDEQ Employee Acknowledgement of Receipt of

 CSAAM Policy & Procedure form and return to HR.

[ ]  Review [DMF Hazard Assessment and Personal Protective Equipment (PPE) Program](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/safety/08-2013-PPE-and-Training-Form.docx) and acquire specific job

 related PPE.

[ ]  Complete the [PPE and Training Form](https://deq.nc.gov/about/divisions/marine-fisheries/inside-fisheries#safety-policies-and-tips) under the Safety Policies and Tips. Follow the instructions at the bottom

 of the form regarding the document distribution (if applicable to your position).

[ ]  Review the [Hazard Communication Program and Plans](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/safety/10-2017-DMF-Hazard-Communication-Plan-Sep-2017.pdf)

[ ]  Complete the [DMF Hazard Communication Training Program](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/safety/HazardCommunicationTraining.ppt)

[ ]  Review the [DMF Bloodborne Pathogen Exposure Control Plan](https://files.nc.gov/ncdeq/Marine-Fisheries/inside-fisheries/safety/10-2017-Bloodborne-Pathogen-Exposure-Plan-September-2017.pdf). If your position is not one of the job classifications

listed in Table 1, mark this as N/A.

[ ]  See your supervisor if you are required to have the Hepatitis B vaccination.

**Your supervisor will provide you with any additional job-specific training.**

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| --- | --- | --- |
|  |  |  |
| Employee Signature  |   | Date Completed |