



SAFETY TRAINING PROGRAM

1.0 AUTHORITY

Title 40, Code of Federal Regulations, Sections 254.16 and 265.16; California Health and Safety Code Sections 25504(c) and 25836; California Labor Code Sections 6400 et seq. and 6408 (Statutes 1973, Chapter 998); California Code of Regulations (CCR), Title 8, Sections 1501(a), 1510(c), 1512(b) and (1), 1531(c), 1532, 163 7(k)(1), 1662(a), 1685(a)(1) and (b)(1), 1699(f), 1739(k)(1), 1801(a), 2940, 3203(a)(1) and (g), 3220(g), 3221(d), 3282(f), 3285(0(2), 3286(0(2), 3314(a), 3326(c), 3400(b), 3421(c) and (f), 3439(b), 3441(a), 3463(b)(5)(A), 3464(a)(1), 3472(b)(1), 3638(d), 3648(1) and (7), 3657(h), 3664(a) (1), 4203(b), 4243(a) (6), 4355(a) (2), 4799(a), 4848(a), 5006(a), 5099(a), 5144(c), 51540(1), 5156, 5157(b), 5166(a), 5185(a), 5191(f)(4), 5192(e) and (q)(6), 5194(b)(1), 5200(k), 5207(m). 5208(h)(1) and (o), 5209(d)(5) and 0, 52100), 5212(r)(1), 5213(o)(1), 5214(m)(1), 5216(1)(1), 5217(n), 52180(3), 52190), 5220(i)(1), 5221(c), 5229, 5239, 6052(d)(1), 6151(g)(1); CCR, Title 17, Sections 30280(b)(1) and 30336(c)(1); CCR, Title 22, Section 70739(a).

2.0 REGULATORY AGENCIES

California Department of Health Services (DHS); California Department of Industrial Relations, Department of Occupational Safety and Health (Cal/OSHA); California Department of Toxic Substances Control (DISC).

3.0 POLICY

- 3.1 It is the policy of the University that all faculty, staff, visitors, and others who perform work at, or for the University, receive appropriate training necessary to protect their health and perform work in a safe and environmentally sound manner. This training must include information regarding job hazards, possible health effects, and required work practices and procedures. This Safety Training Program has been designed to meet the requirements of federal, state, and local regulatory agencies.
- 3.2 To accomplish this, departments will provide training programs that satisfy all federal, state and local (where applicable) safety related laws and regulations, and will promulgate appropriate policies, standards and procedures for governing departmental safety training programs.

- 3.3 Students who are employed by the University are also required to receive safety training when applicable to their jobs.
- 3.4 Faculty are responsible for student safety training prior to any activity that has a potential for a safety concern (e.g. lab, field trip, internship, field study, etc.).

4.0 OBJECTIVES

The objectives of the Safety Training Program are:

- Identify all required and recommended environmental, health, and safety training;
- Provide mechanisms to ensure that such training is completed;
- Document all safety training;
- Make training-related records and reports available to managers and regulatory agencies;
- Provide a mechanism to ensure continuous improvement of the Safety Training Program.

5.0 RESPONSIBILITIES

The Safety Training Program is the shared responsibility of faculty, staff, visitors and those with supervision and management responsibility. Individuals and groups must implement the following aspects of the Safety Training Program:

5.1 New Employees

- A) Attend New Employee Orientation, which must include general safety training, within the first month after starting work at the University.
- B) Are allowed to work only under the direct supervision of trained personnel until the new employee has completed all pertinent training.
- c) Within six months of starting work at the University, personnel must complete all required safety training courses associated with their job unless specified elsewhere in other policies.

5.2 Supervisors and Faculty

- A) Complete a Training Evaluation Profile (Appendix A) to identify safety training requirements and recommendations. Review and update each employee's training profile annually.
- B) Develop and implement applicable safety training for all employees.
- C) Ensure that all personnel under their supervision attend the required training courses.
- D) Provide job and hazard specific orientation and training for new personnel, and for all personnel whenever procedural changes or system modifications have an impact on safety. Maintain written documentation of all such training.
- E) Include safety training requirements in annual employee training plans and performance evaluations. Assess completion in annual performance and progress reviews.
- F) Attend supervisory safety training courses as required to maintain a safe and healthful work environment for the employee.

5.4 Deans, Department Chair, Administrators

- A) Attend required safety training.
- B) Provide staff time to attend required safety training.
- C) Incorporate supervisors safety training function as part of their performance and progress review.

5.5 Environmental Health & Safety Department

- A) Oversee the University's Safety Training Program, including development, implementation, and evaluation of the program.
- B) Consultative assistance on general safety training courses, provided by University departments, to meet regulatory requirements and injury and illness prevention needs.
- C) Maintain written documentation and database for all training courses provided by EH&S.
- D) Provide technical assistance to safety training course instructors and to line management on their safety and job-specific training needs and program.
- E) Review safety training courses to ensure proper qualifications of the trainer and training content.
- F) Coordinate medical monitoring information in conjunction with training profile.

- G) Update and modify policies and procedures as necessary.

6.0 SAFETY TRAINING PROGRAM

Completion of the required safety training courses ensures that all University personnel know basic employee procedures, the hazards associated with their jobs, understand the possible health and safety effects of exposure to those hazards, and know how to perform operations safely and in accordance with all environmental protection requirements. Some training requires a medical examination and approval before certification is issued (e.g. respirator training). Additional training and certification are required for work involving special hazards. These training courses are identified for each individual with the Training Evaluation Profile (Appendix A) completed by their supervisors. Copies of Training Evaluation Profiles will be submitted to EH&S for central recordkeeping.

6.1 New Employees and Participating Visitors

- A) All new employees, volunteers and participating visitors who will be at the University must have a Training Evaluation Profile completed by the supervisor within the first month of employment.
- B) All new employees must attend New Faculty/Employee Orientation within the first month after starting work at the University. This orientation will include general safety information such as the Environmental Health and Safety Policy (IIPP), Hazard Communication, smoking policy, asbestos notification, defensive driver training, reporting campus hazards, emergency preparedness, and employee safety and responsibilities.
- C) All new employees, volunteers and participating visitors must receive basic safety information from their supervisor or other designated departmental personnel. This training shall include hazard specific safety training and procedural routines.

6.2 Completion of Training

- A) Personnel must attend the entire training course and pass any examinations to receive credit. Consult with course instructors or EH&S about this option.
- B) In the event that a trainee fails a written or practical examination, the instructor should provide remedial instruction and the trainee must repeat the examination. If the trainee fails the examination on the second attempt, the trainee is then required to repeat the entire course.

6.3 Safety Training for Personnel at Off- Site Location

- A) All University employees working at off-site locations are required to conform to the

University's safety training requirements.

- B) These requirements are identified by the supervisor completing a Training Evaluation Profile. In some cases facility or procedure based safety training specific to the location will fulfill a University training requirement. For example, training connected with hazardous waste handling or confined space entry, which covers specific procedures for an off-site facility, maybe provided by the institution controlling the work space.

6.4 Job Specific Training

- A) Job duties often must be supplemented with additional safety training that is specific to operations, tasks, and facilities. This job specific safety training is the responsibility of the department and direct supervisor which can include on-the-job training (OJT), formal mentoring, hazard-specific training or training given off site by another facility or organization.
- B) OJT safety training is conducted and evaluated in the work environment. It is designed to teach the employee specifics of a task or operation and is often used to supplement general safety training.
- C) Job-specific training should be planned, delivered, and documented in a manner similar to that of all other safety training. Written documentation should be kept by the supervisor with a copy forwarded to EH&S.
- D) The requirements for completing job-specific training may be included in the Training Evaluation Profile, as "OTHER." The Training Evaluation Profile provides an excellent tool for recording job specific training requirements. If these training requirements are not included in the Training Evaluation Profile, then line management must develop other methods to identify personnel requiring the training.

6.5 Program Design

Job specific training should be performance based with training developed to match the expected outcomes. The following development process is suggested for a successful outcome.

- A) Needs Analysis: This first step is an analysis of the job, task, or hazard for or about which training is required.
- B) Design: The next step is to identify the objectives, often called learning objectives or performance objectives. The objectives describe what the trainees will be able to do after training is completed; they must be included in the written documentation. The objectives are used to develop evaluation methodologies that measure training results. For example, with OJT, an evaluation standard or method is designed that specifies the

elements, criteria, and conditions required for adequate task performance. This may be a checklist that describes each step or aspect of an operation that a trainee must successfully demonstrate. Successful completion will be indicated by demonstration, simulation, or discussion of the task, which constitutes an oral examination.

- C) Developments The next step is to develop the training delivery methods. These may include demonstration, simulation, lecture, case studies, or workbooks. Prerequisite knowledge and skills required to begin training should be identified, together with any required retraining cycle. All training should be instructor based and must include opportunities for attendees to provide feedback to the facilitator.
- D) Implementation: The training testing (or other performance based evaluation), and record keeping is performed by line management
- E) Evaluation: This is an ongoing continuous improvement effort to determine the effectiveness of the training and to identify program changes that may be required.
- F) Sources for educational materials, such as videos, pamphlets, and fact sheets on specific hazards, as well as technical assistance, are available from EH&S to help supervisors deliver job specific training

6.6 Retraining and Recertification

Regulations and policy may require refresher or periodic retraining and recertification. The individual's Training Profile will indicate when retraining is due, and if it is overdue.

7.0 DOCUMENTATION

7.1 System for Training Assessment and Records

- A) All safety training must be documented in a database system. Data concerning courses include: course name, course code, instructor name(s), length of the course, retraining or recertification cycle, and class date. Data on students include: the participant's name, employee number, and signature. If the student fails to pass an examination, the student does not receive credit for the course until the examination is passed.
- B) Training records or departmental copies are available from EH&S Department.

7.2 Training Evaluation Profile

- A) The training profile is a tool to help managers and supervisors identify which safety training courses their employees must take. Each employee's training profile must be updated and reviewed annually for changes in training requirements or when an employee changes job position, responsibilities or operations.

- B) Departments may use the training profile to help personnel identify required or recommended job-specific training courses developed by line management. To facilitate this, a set of department-specific questions can be added.
- C) Completed profiles must be maintained in the department's files and copies forwarded to EH&S.

8.0 RELATED UNIVERSITY POLICIES AND PROCEDURES

Individual training requirements are outlined in University health and safety programs. While covering the University's commitment to providing a safe and healthy workplace, these written programs detail the safe work procedures that must be conveyed to all working with that particular hazard. These programs are available from Environmental Health and Safety.

“Safety Training Program”

Appendix A

TRAINING EVALUATION PROFILE

Department:		Date:	
Evaluator:		Title:	

TRAINING CODES

1. Above Ground Storage Tank	32. Hazardous Material Handling/Usage
2. Aerial Device Safety	33. Hazardous Waste [HAZWOPPER]
3. Animal Handling Safety	34. Hazardous Waste Transportation
4. Art Safety Awareness	35. Hearing Conservation
5. Asbestos Awareness	36. Heavy Equipment Operations
6. Back Safety	37. Injury and Illness Prevention Program
7. Biohazard Safety	38. Ladder Safety
8. Bloodborne Pathogen/ Medical Waste	39. Laser Safety
9. Boiler Safety	40. Lead Awareness
10. Building Excavation	41. Lockout/Tagout
11. Carcinogens	42. Machine Shop Safety
12. Chain Saw Safety	43. Non-Ionizing Radiation
13. Chemical Hygiene Awareness	44. Occupational Tuberculosis
14. Compressed Gas Safety	45. Office Safety/ General Safety
15. Confined Space	46. PCB Awareness
16. Construction Safety	47. Personal Protective Equipment
17. Custodial Equipment	48. Pesticide Safety
18. Department Safety Coordinators	49. Radiation Awareness
19. Defensive Driver Training	50. Radiation User Safety
20. Electrical Safety	51. Respiratory User Safety
21. Elevated Work	52. Respiratory Protection
22. Emergency Response [HAZWOPPER]	53. Shower/Eyewash Program
23. Ergonomics	54. Slips, Trips, and Falls Prevention
24. Fall Protection	55. Swimming Pool Safety
25. Fire and Life Safety	56. Transportation Maintenance Safety
26. Fire Extinguishers	57. Tree Maintenance
27. First Aid/CPR	58. Trenching and Shoring
28. Food Sanitation	59. Vehicular/Cart Safety
29. Forklift Safety	60. Welding Safety
30. Hazard Communication	61. "On the Job" Training
31. Hazardous Material Transportation	62. Other, please describe

