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APPROVED BY: Michael DeSalvio, Director EH&S	EFFECTIVE: 7/1/2021
	REVISED:

OBJECTIVE:

Ensure regulatory compliance in maintaining student safety training records in alignment with campus policy at California State University, San Bernardino (CSUSB).

SCOPE & AUTHORITY:

EH&S has the responsibility of ensuring the campus aligns with regulatory requirements related to health and safety under [CSU Executive Order 1039](#) as well as requirements outlined by [8 CCR §3203](#) of the Injury Illness Prevention Standard, and all associated statues defined under the general industry safety standards.

This procedure is applicable to all CSUSB faculty or instructors who serve as an instructor of record for courses identified by EH&S as requiring safety training.

PROCEDURES:

I. Safety Training Identification

The following procedures shall be used to determine the need and applicability for student safety training.

a. Applicable Courses

EH&S will review a current course list with the appropriate Department Chair and/or specific faculty to determine courses that meet the following criteria.

- i. Require personal protective equipment (PPE)
- ii. Involve hazards which have the potential to cause serious injury as defined by [8 CCR §330](#).
- iii. At the discretion of the EH&S Director, or appropriate Department Chair.

b. Training Needs Assessment

Courses identified by the Department and EH&S, will be further assessed to determine which training is applicable based on the following factors.

- i. Material hazards
- ii. Equipment hazards
- iii. Physical hazards
- iv. Environmental hazards

II. Conducting Safety Training

As defined by the campus policy, it shall be the responsibility of the instructor of record, or faculty member to ensure that the appropriate safety training has been

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provided to students enrolled in the course if the student will have exposure to the hazard.

- a. Statement of Understanding
The statement of understanding serves as a notice to the student outlining the hazards associated with the activity as well as basic safety rules.
- b. Supplemental Training
Supplemental training may be course, or activity specific and often facilitated by the instructor of record.
- c. Web-Based Safety Training
Standardized safety training may be available through EH&S which provides a consistent foundation for basic safety training concepts.

III. **Training Certifications**

For each academic term, each instructor of record will certify training record completion in PeopleSoft using the following steps. This process will certify that applicable safety training has been provided to enrolled students in alignment with these procedures, and that any corresponding training records are maintained and accessible upon request. Please use the following link for a [step-by-step tutorial](#) on completing a training certification (instructors).

- a. Sign-in to PeopleSoft through MyCoyote
- b. Select the course roster
- c. Select all students
- d. Indicate training completion status
- e. Submit the training certification

IV. **Records Management**

a. Acceptable Training Records

Training records can be in many different formats. This section is intended to provide instructors with the flexibility to provide training in a variety of formats while ensuring that the minimum requirements needed for regulatory compliance are congruent throughout campus. Any of the following formats represent acceptable training records for the purposes of this procedure and are at the discretion of the instructor and Department Chair to select a format that will complement the needs of the instructor and/or department.

i. Sign-in Sheets

In either paper or electronic form, sign-in sheets outline the following details related to the safety training performed and who was in attendance. This option must be accompanied with a copy of any

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training materials provided. This may include handouts, or a copy of a presentation.

1. Training Topic(s)
2. Date of Training
3. Training Presenter or Instructor
4. List of Training Attendees
5. Trainee Signatures
6. Trainee Emails or Coyote ID numbers are optional but may assist in the event names are not legible.

ii. Signed User Acknowledgements

Students can sign an acknowledgement that safety training was provided. This option should include a detailed overview of the topics covered, copies of any referenced handouts, as well as the following statements.

1. I have read and understood the included safety procedures,
2. I agree to follow these procedures, and
3. I have had the opportunity to ask questions and understand that I can ask questions at any time

iii. Knowledge-based Quiz Results

A quiz may be used to test the student's understanding of the core concepts covered in the training. Quiz questions may be in any format that the instructor feels is appropriate, however questions must be reflective of the training content and should be effectively written to ensure questions assess for core competency of the material. Quizzes may be administered through an LMS in which case the completion is electronically certified and recorded. Quizzes administered outside an LMS can be maintained in either hardcopy or electronic methods and should include the following information.

1. Training Topics
2. Date of Completion
3. Student Name
4. Instructor and Instructor Signature

iv. Training Certificates

Training certificates are often generated by an LMS to certify completion of a course and quiz, but can also result from Instructor Led Training (ILT). Training certificates should include the following information.

1. Training Topics
2. Date of Completion
3. Student Name

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4. Training Provider

b. Record Availability

Training records shall be accessible upon request and maintained by course and section to ensure records align with a copy of the class roster. Records may be maintained in either hard copy or electronic means but must be accessible upon request by a campus or regulatory official.

c. Record Retention

Student training records shall be maintained for a minimum of 3 years unless otherwise approved by the EH&S Director.

V. Compliance

EH&S will periodically audit campus departments to ensure student training compliance using the following procedures.

a. Course Requests

EH&S will determine a specific course or courses to assess for compliance of this procedure. EH&S will then confirm the list of required trainings associated with the selected courses.

b. Course Roster Requests

For the selected courses, EH&S will request an enrollment roster for students who are/were enrolled in the course.

c. Training Records Requests

EH&S will request training records for a representative sample of students identified on the class roster and ensure that training records align with this procedure and represent the safety trainings required for the selected course.

RESOURCES:

Please use the following link to submit a [EH&S Request for Service/Consult](#) for additional assistance.