# Training Questions and Answers

## What are the required Safety Topics?

* Injury Illness Prevention Plan (IIPP) [30-min]: This is a new course that was released by the CSU and replaces the existing IIPP training versions. The IIPP is our campus safety plan for identifying and mitigating workplace hazards and is an essential tool for all employees to better understand the role we all play in maintaining a safe learning and work environment.
* Hazard Communication [31-min]: An overview of chemical hazards in the workplace and how to access important information on a safety data sheet (SDS).
* Emergency Disaster Preparedness [35-min]: An overview of general emergency procedures.
* Fire Prevention [16-min]: General overview of workplace fire safety, and fire extinguishers.
* Injury Illness Reporting Procedures [32-min]: General training for managers and supervisors to effectively investigate and report injuries and illnesses. This training discusses the different types of causes, the elements of an investigation and the role of the investigator (MPP). Your role as an MPP is to investigate incidents that are reported by employees and document the investigative process accordingly.

## Why are safety training requirements being implemented?

This is in response to a system-wide EH&S audit which identified several deficiencies in our legacy employee safety training model. Additionally, EH&S is mandated under EO-1039 to implement safety training that aligns with regulatory requirements.

## What if I have already completed these courses? Will I need to re-take them?

While some courses require re-training, employees with current completion records will be taken into consideration. While we may need to make adjustments for employees on a case-by-case basis, we encourage any employees with questions regarding their learning transcript to reach out to our team.

## How long are the trainings and when are they due?

The courses vary in length but are generally completed in 30 minutes or less, and ultimately it depends on the learner. While we will be assigning these courses to all employees, the due dates will be staggered to ensure ample time for employees to complete them. Employees will see the trainings in their learning plan once they have been assigned. Please work with employees to ensure they have the time available to complete the trainings and keep in mind that while we all learn differently, some employees may need more time to complete the courses.

## Will employees receive notifications from CSULearn?

Yes, employees will be notified automatically once they have been assigned the course and again before the assignment is due. Employees will continue to receive notifications for past-due assignments.

## Am I able to see what my employees need to complete in CSULearn?

Yes, MPP’s can view training assignments and status for their direct reports. This is important because MPP’s and supervisors should work collaboratively with their staff to allow time to complete the trainings based on the operational needs of the department.

## Can employees request more time to complete the trainings?

Based on our current schedule, we have allowed for at least 30-days between courses which should be enough time for most employees however, if there are unique circumstances, please reach out to EH&S for additional assistance. These requests should come directly from an MPP, not individual employees.

## Do these trainings have a test or quiz?

Yes, each training has a brief knowledge check which helps to validate that the learner has received the core concepts of the training. Typically quizzes require an 80% or higher to pass.

## What happens if an employee doesn’t pass the quiz?

In the event an employee doesn’t pass the quiz, they should review the areas where they need additional clarity and attempt again. If you feel an employee is struggling with the content, please reach out to EH&S to see if we can offer additional support or assistance. It’s important to remember that we all learn in different ways and we are all here to support each other. EH&S may be able to provide the training in a different way based on the individuals needs or preferences.

## How should I respond if an employee reports they are having difficulty accessing the training content?

Technical issues regarding accessing the content can be referred to the Staff Development Center (SDC). If the employee has indicated that they are having difficulty accessing the content due to access or functional needs, please alert EH&S and SDC so a ticket can be opened with Systemwide Learning and Development. All content provided in CSU Learn should meet accessibility requirements, however in the event that employees experience challenges, we are able to make additional accommodations to support their success.

## How should I respond if an employee refuses to complete their training?

Please each out to EH&S so we can offer assistance. We genuinely want to be safe in the workplace and often explaining why the training is being required is adequate to encourage participation. Ultimately, we all have a responsibility under the Injury Illness Prevention program (IIPP) to foster a safe work environment. While we certainly can consult with Employee Labor Relations or Faculty Affairs on matters of compliance, that is certainly not our primary objective or intent unless absolutely necessary.