

# Employee Safety Training Compliance Assessment

Presented by  
Risk Management & EHS

Administration and Finance Leadership Meeting  
December 15, 2020



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# Assessment Purpose and Methodology

## ■ Purpose of the Assessment

- Address system-wide EH&S audit finding
- Develop a best-in-class safety training program
  - Does the employee safety training program align with regulatory requirements?
  - Is the training program effective?

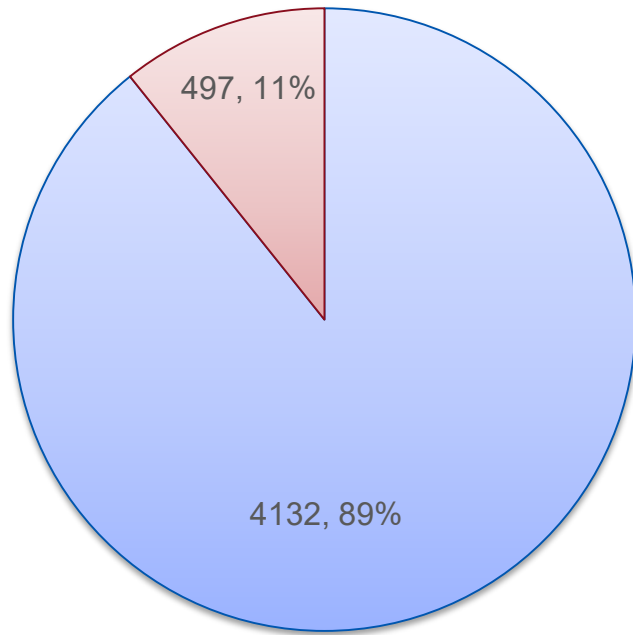
## ■ Assessment Methodology

- Data sources
  - CSULearn- completion records
  - PeopleSoft- employee status and department designations
- Assessment criteria – timely completion rate

# Assessment Data

## Injury Illness Prevention Program (IIPP)

Employee Training Status

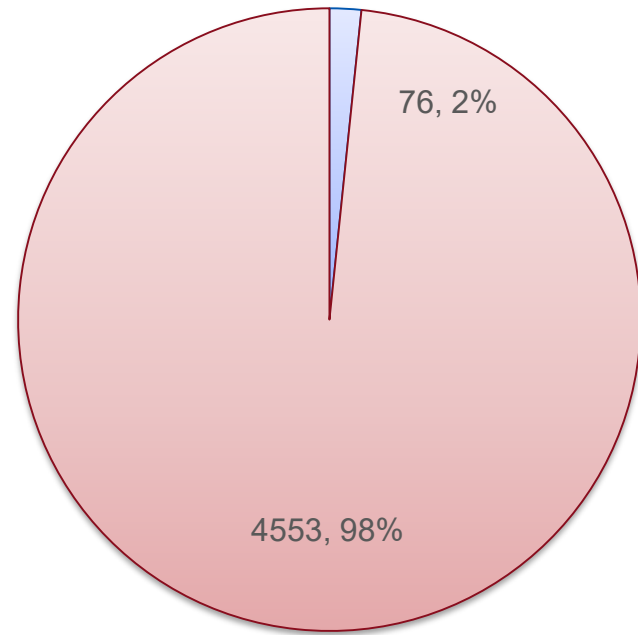


Complete Incomplete

Assigned through CSULearn automatically

## Hazard Communication (HazCom)

Employee Training Status

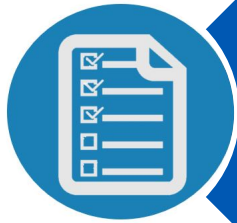


Complete Incomplete

Assigned through CSULearn by request

# Assessment Findings

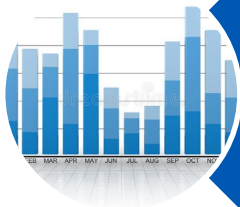
## Key factors affecting course completion rates



Lack of clear expectations for employee safety training requirements



Compliance status varies from department to department and course to course



Lack of accountability process to maintain high compliance levels



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# Root Causes

- Traditionally departments have needed to opt in to receive training assignments.
- Managers lacked clear reporting on overall department compliance.
- Some employees lack direct access to a computer.
- Content is generally not available in multiple languages or in other accessible formats.
- Content is often not CSU or campus-specific.

# Employee Safety Training Initiatives

## Developing Training Profiles

Identify training liaison within the department

Create training profile for each employee based on department input

## Record Management in CSULearn

Develop and deploy schedule for each department

Automatic training reminder to employees

## Enhancing Accountability

Issue periodic training status report to the department

Implement training compliance escalation and recognition program



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# What to expect from EH&S in 2021

- Identify department liaison
- Present draft department training profiles
- Review of current employee training status
- Initial assignment of training beginning in January 2021

**Please provide us your input**



EH&S and  
Risk Management are  
here to meet your  
department's safety  
training needs



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