

Employee Safety Training: 6-mo Summary Report

Environmental Health and Safety (EH&S)

Status Summary

EH&S conducted an assessment of employee safety training in December 2020 with the goal of determining if the current safety training model was effective and in alignment with applicable regulatory standards.

Using data from multiple sources, including but not limited to employee training records, as well as departmental employee data, EH&S was able to determine that there was a clear relationship between training completion rates for courses that are assigned automatically upon hire when compared to courses which are assigned upon request. This led to the identification of several root causes which were all determined to be contributing factors to low training compliance rates.

1. Lack of clear expectations for employee safety training requirements
2. Compliance status varies within departments and courses
3. Lack of an accountability process to maintain compliance levels

As an outcome of the assessment, EH&S identified the following action items for the remainder of the fiscal year.

1. Develop training profiles and a training liaison within the department
2. Develop a training schedule
3. Meet with represented groups and campus stakeholders to present the training proposal
4. Implement and assign training to employees

Action Item #1: Training Profile Development

Status: **Complete**

EH&S consulted with administrators for departments with specialized hazards to learn more about their department operations and the hazards their employees may have exposure to. During this discovery process, EH&S provides a proposal of training that may be appropriate and a menu of additional course offerings for consideration. Upon conclusion the meeting, EH&S finalizes a training profile for the department which determines the specific courses needed for each employee, resulting in a tailored approach. To date, EH&S has completed 75% of department profiles and is working with the remaining 25% to complete in Q1 of the 21/22 fiscal year.

Action Item #2: Develop a Training Schedule

Status: **Complete**

After identifying the required courses for training purposes, EH&S set out to develop a master training schedule for both core and specialized training categories. EH&S has categorized training into a standard annualized calendar by topic with the intent of marketing a safety theme for each month of

the year. As an example, fall protection trainings are tentatively scheduled for the month of July. This will allow EH&S to provide additional resources and marketing for each monthly safety theme while offering safety training throughout the entire year.

Action Item #3: Communicate Training Proposal to Stakeholders Status: **Complete**

Upon completing our initial assessment, additional time was invested in Q1 and a portion of Q2 presenting the included briefing document to campus stakeholders and represented partners which outlined the updated training proposal for core and specialized training programs. The briefing document outlines the need for safety training, our proposed approach and preliminary implementation schedule.

Action Item #4: Implement and Assign Training Status: **Deferred**

This action item was originally scheduled for June 2021 and July 2021 but was ultimately deferred due to the campus repopulation efforts which began in early July 2021. Implementation has been tentatively re-scheduled for August 2021 at which time, EH&S will be sending communications to campus administrators in advance of making training assignments.

Next Steps for FY 21/22

EH&S plans to implement core and specialized training in early Q4 of the 2021 calendar year. Supporting this implementation, EH&S has developed a schedule of training topics by calendar month and is in the process of defining each month by a specific focus (e.g. fall protection awareness month) which will align closely with course offerings, marketing, resources, and services. EH&S is assessing the feasibility of engaging local vendors to provide safety services and demonstrations periodically throughout the year to help emphasize safety in these areas.

Attached Enclosures:

- Core Training Briefing Document- Proposed Employee Safety Training Model

Briefing Summary

Proposed Employee Safety Training Model

Overview

In 2018 CSUSB completed a system-wide health and safety audit aimed to align the campus programs with the requirements outlined in Executive Order 1039 which effectively establishes the framework for campus health and safety responsibilities. One area which was assessed during this audit was our current process for providing employee safety training based on workplace hazards; specifically identifying this area to be deficient.

Finding Summary:

The health and safety training program did not consistently:

- Implement a training program designed to instruct employees about health and safety.
- Identify all employees who were required to take initial and refresher safety training, including specialized training.
- Track and notify employees who did not complete the training.
- Document and maintain training records in accordance with regulatory standards.

Approach

Our approach to addressing this audit finding is to establish a safety training program based on job-specific hazards and developing department-specific training profiles in collaboration with the appropriate HEERA Managers. Trainings are then categorized into two tiers as follows:

1. **Core Trainings:** Trainings that apply to all employees.
2. **Specialized Trainings:** Courses that apply to employees performing specific tasks.

Trainings will be assigned to all audience members at one time however, we have developed a rollout schedule to ensure that training due dates are staggered over the course of a year to ensure that assignments are manageable.

Core Trainings

The core training curriculum is a group of courses which is applicable to all employees regardless of tasks, assignments, or duties. These courses would be assigned to all employees upon hire with CSUSB and only required initially with no recurrence.

- **Injury Illness Prevention Program***: Injury and hazard reporting requirements
- **Hazard Communication**: Information regarding generic chemicals in the workplace
- **Emergency Action Plan**: General overview of emergency procedures
- **Fire Prevention**: General overview of fire safety and fire extinguishers
- **Injury, Illness Reporting Procedures**: *Instructions for managers and supervisors only.*

**Currently assigned to all employees upon hire.*

Specialized Trainings

The specialized trainings as shown in Table 1 on page 4 are intended to address specific hazards associated with specialized roles and functions within the university, but do not apply to most employees. These topics will often rely on interactive web-based training content but may be supplemented with other resources such as fact sheets, training aids, and learning briefs. The recurrence of training is based on regulatory requirements and varies based on topic and skill level. A summary of specialized training is attached for reference.

Exceptions

In a shift from our previous training model, we aim to develop training exceptions into our implementation strategy to ensure that employees can opt-out of trainings if they can meet certain requirements that will still allow us to meet our regulatory requirements. A brief summary of these exceptions is outlined as follows:

1. Employee Demonstrates Competency

When an employee is required to complete retraining based on recurrence defined by the associated regulation, the employee is not required to complete the training if the employee can demonstrate competency in the associated subject by successfully completing the course assessment or quiz with a score of 80% or higher.

2. Course Equivalency

We have identified several examples when training requirements should be further evaluated.

a. Courses in different formats

Some courses may be offered in a variety of formats and offerings; an example of such would be a course that is offered in a web-based format, may also be offered in-person. Training completion should be assessed and ultimately satisfied regardless of the employee's preference for a particular course. This becomes increasingly important when providing trainings to employees in a format that aligns with a reasonable accommodation.

b. Courses with overlapping content

Some courses for specialized hazards may cover the basic topics which are outlined in the core trainings. One example of this is seen when looking at the area of lab safety. The foundational lab safety course covers all topics covered in the core training curriculum and would satisfy those additional courses by completing the single lab safety course.

Compliance

EH&S and Risk Management are working on the development of a safety training compliance dashboard that will allow managers to monitor their department's progress and compare to different business units based on various metrics and key performance indicators (KPI's) to establish meaningful insights and stronger accountability.

Proposed Implementation Timeline

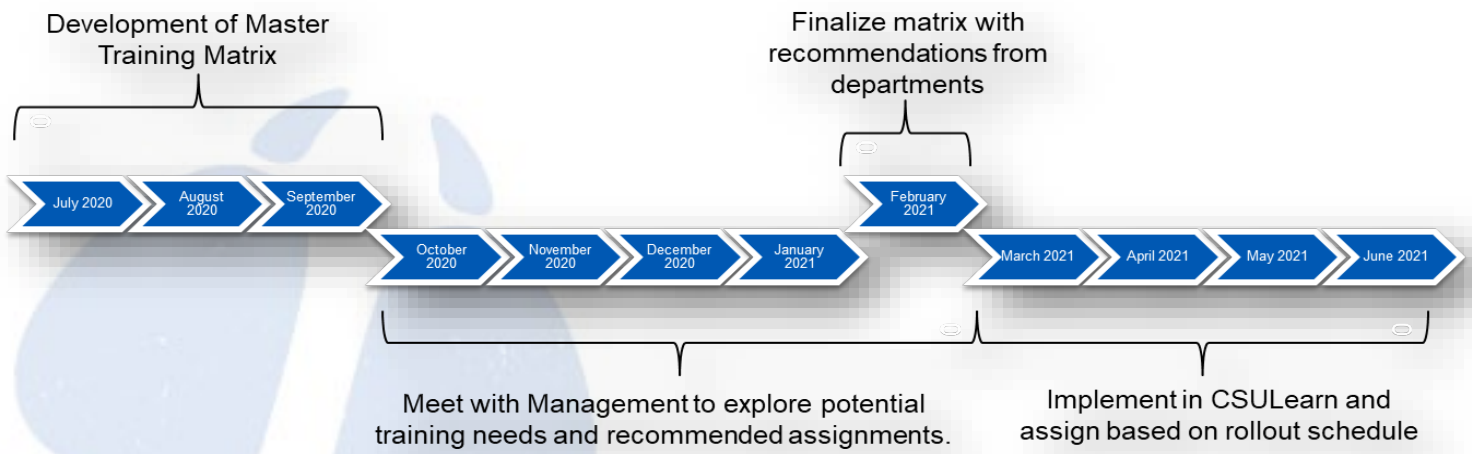


Figure 1: Implementation timeline for the new safety training program.

Specialized Training Courses

Table 1: Outlines specialized training courses which are assigned to employees within the listed departments based on input by the appropriate administrator and when a specific hazard requiring specialized training has been triggered.

Course	Departments Assigned to Course
Elevated Work Platforms and Aerial Devices	FS, IT, TA
Asbestos Cal/OSHA	FS
Aerosol Transmissible Diseases (ATD)	SHC, ND, UPD
Back Safety and Injury Prevention	FS, TA, PS, AS,
Bloodborne Pathogen Awareness	FS, SHC, UPD, Chem, Biol, Phys, Athletics, Chem, Nursing, EHS, Psych, Social Work
Confined Spaces 2.0	FS
NFPA 70E Electrical Safety in the Workplace	FS
Fall Prevention	FS, SHC, Art, TA, PS, UPD, AS, Chem, Biol, Phys, Athletics, Chem, ND, PDC, Social Work, Psych, Orientation and First Year Experience, and Special Event and Guest Services.
First Aid/CPR - AED	FS, Art, PS,
Forklift Lift Operators	AS, TA, Art, FS
Hazardous Waste Generator (RCRA)	FS, Art, TA, Chem, Biol, Phys, Anthro, EHS, Psych
Hearing Conservation	FS, Art, TA.
Heat Stress Recognition and Prevention	FS, PS, UPD, AS, Athletic Chem, Orientation and First Year Experience, Special Events and Guest Services
Heat Illness Prevention for Supervisors	FS, PS, UPD, AS, Athletic Chem, Orientation and First Year Experience, Special Events and Guest Services
Hoists & Slings	FS, Art, TA,
Hot Work Permits	FS
Ladder Safety	FS, TA
Lead Awareness in General Industry	FS
Lockout/Tagout	FS, Art, TA, AS,
Machine Guarding	FS, Art, TA, AS,
Ergonomic in the Workplace	Facilities Service, AS,
Removing PPE	SHC, Art, Biol, Phys, ND, EHS, Psych
PPE: Personal Protective Equipment	FS, SHC, Art, Biol, Phys, EHS, Psych
Respiratory Protection	FS, SHC, Art, ND, UPD, Chem, Biol, Phys, EHS
N95 Respirator Use	FS, SHC, Art, ND, UPD, EHS
Spill Prevention Control and Countermeasures	FS
Principal Investigator Responsibilities	Chem, Biol, Phys, Anthro, Geol, Psych
Laboratory Safety Fundamentals	Chem, Biol, Phys, Anthro, Geol, Psych
Carcinogen Safety	FS, Chem, Psych