



## Safety Training Procedures

---

---

Department: \_\_\_\_\_

Date: \_\_\_\_\_

### Policy:

Safety training will provide valuable information and prepare workers to protect themselves, fellow employees, and students from illness and injury in the workplace. All workers including students, faculty, management, and supervisors shall have training and instruction on general and job-specific safety and health practices.

1. Training will be provided to all new employees and whenever workers are assigned new job assignments for which training has not been previously conducted. New employee safety training is will include:

Safety compliance and Communication	Hazard Assessment
Accident/Exposure Investigation	Hazard Correction
Training and Instruction	Record Keeping

2. Training will be provided whenever new substances, processes, or equipment are introduced to the workplace and represent a new hazard.
3. Training will be provided whenever the department is made aware of a new or previously unrecognized hazard.
4. Training will be provided to all supervisors in order to familiarize them with the safety and health hazards to which workers, under their immediate direction and control, may be exposed.

### Procedure:

1. All new employees and/or employees assigned to new responsibilities will complete a general safety training review conducted by the employee's immediate supervisor. The safety training review will evaluate what job-specific training the employee will be required to complete as well as a schedule of the required training with a timeline for completion will be a component of the review.
2. Both the employee and the supervisor will sign the training review and schedule. Copies of the signed review will be forwarded to EHS and the department safety training file.
3. The department will then schedule required job-specific training. Upon completion of training, records will be filed in the department safety training file.
4. A review of employee safety training will be evaluated semi-annually by the employees' supervisor. The review will evaluate what safety training has been completed and what training has yet to be completed. This review will be signed by both the employee and supervisor and filed in the department safety training file.

Dean of College/School: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_