

5. Employee Safety Training

The employee safety training program includes general safe work practices as well as specific instruction on control of hazards unique to each employee's job assignment. Specific aspects of the employee safety training program are addressed below.

- **Types of Training**

Many types of training may be used to communicate safety-related information to employees. Training may vary widely with respect to instructional method, setting, subject matter, etc. Types of training applicable to the IIPP include, but are not limited to:

- Classroom instruction, which involves the presentation of general or specialized safety information to a group of employees in a classroom or conference setting.
- Job-site safety meetings, which are informal gatherings of small groups of employees, usually for the purpose of discussing safety matters related to the work being performed in the immediate area (e.g., "tailgate meetings" on job sites).
- On-the-job training, in which a single or small number of employees receive personalized instruction from their supervisor.
- Written instruction or training materials.

The selection of a particular type or system of training is the responsibility of Supervisors or other instructors (such as EH&S) who should make such decisions on the basis of requirements, needs, and available resources.

- **Specialized Hazard Control Training**

The hazard control programs contain specialized training requirements pertinent to the topic of the respective programs. Examples of specialized training include instruction related to biosafety, chemical hygiene, radiation safety, use and care of respiratory protection, asbestos awareness, etc.

- **General Safety Training**

General safety training refers to instruction or guidance which is of general applicability and not related to specialized trades or procedures. Examples include office safety, fire safety, and general hazard awareness. EH&S is responsible for conducting regularly scheduled training sessions on general safety. Deans, Department Chairs, Directors or Safety Coordinators shall ensure that employees in their department are made aware of the requirement and receive general safety training.

- **Training by Supervisors**

It is the responsibility of each Supervisor to understand his/her employees' job tasks and related hazards to which employees under their immediate direction and control may be exposed. Supervisors shall be knowledgeable about general health and safety. Supervisors or other designated departmental personnel are responsible for developing and presenting job-specific safety training sessions dealing with an employee's unique job assignment. EH&S shall be consulted as necessary to determine the appropriate level of training required for specific assignments.

- **Frequency of Training**

As a general guideline, employees shall be provided with safety-related instruction:

- Upon reporting to work;
- Prior to commencing a new job assignment for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- Whenever the Supervisor receives notification or obtains knowledge of a new or previously unrecognized hazard.
- In addition, the frequency requirements for specialized training as described in the various **Hazard Control Programs** shall also be met.

- **Documentation of Training**

The person performing the training shall ensure that appropriate records are completed and stored to document that such training has been provided. At a minimum, the record must include the name of the person providing the training, the date the training was administered, a description of the topic(s) covered, and a listing of participants.

- **Retention of Training Records**

Records shall be kept on file for at least three years within the department of the individual who provided or coordinated the training and copies shall be provided to the department receiving the training when requested. Preferred storage time is 3 to 10 years for purposes of continuity. If a training record is forwarded to Environmental Health and Safety, EH&S will assume responsibility for retaining that record.