

University of Utah Health and Safety Training Plan

UNIVERSITY OF UTAH

2017

Purpose and Scope

This plan establishes the requirements for the safety and health training program at the University of Utah. Training is one of the most important elements of a comprehensive health and safety program. This plan applies to all employees of the University of Utah including volunteers in some cases. This does not include University of Utah Hospital and Clinics personnel involved in patient care.

Introduction

Training is one of the most important components of a comprehensive health and safety program. Done correctly, it gives employees an opportunity to learn their jobs properly, bring new ideas into the workplace, reinforce existing ideas and practices and help put our safety and health program into action. Additionally, the Occupational Safety and Health Act (OSHA) and similar regulatory agencies require EHS training at the workplace in many different circumstances. The regulations make it clear when training is required.

ANSI Z490.1, titled “*Criteria for Accepted Practices in Safety, Health and Environmental Training*,” provides a national standard for creating, maintaining, and evaluating an EHS training program. With this plan, the University of Utah means to demonstrate our intention to implement an ANSI Z940.1 compliant training program.

Objectives

The objectives of the Safety Training Program are:

- Identify all required and recommended environmental, health, and safety training;
- Provide mechanisms to ensure that such training is completed;
- Document all safety training;
- Make training-related records and reports available to managers and regulatory agencies;
- Provide a mechanism to ensure continuous improvement of the Safety Training Program.

Management Commitment

It is the policy of the University that all faculty, staff, visitors, and others who perform work at, or for the University, receive appropriate training necessary to protect their health and perform work in a safe and environmentally sound manner. This training must include information regarding job hazards, possible health effects, and required work practices and procedures. This Safety Training Program has been designed to meet the requirements of federal, state, and local regulatory agencies

The University of Utah will work to identify and eliminate hazards; if that is not feasible, training will be provided to prepare workers to protect themselves, if necessary, against any remaining hazard. If training can best address remaining health or safety hazards, appropriate training goals will be defined base on particular needs.

The content of training session may vary, but each session whether provided by OEHS or other individual departments on campus will endeavor to perform these five University safety training requirements:

- Inform employees about any University standards, policies and procedures in regard to loss prevention, safety and health.
- Review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- When personal protective equipment (PPE) is required or necessary, and how to use and maintain the equipment in good condition.
- Learn what to do in case of emergencies occurring in the workplace.
- Provide direction on how to report hazards in the workplace.

The University will commit available resources to ensure employees receive safety and health training during the following circumstances:

- Whenever a person is hired – general safety orientation including an overview of the University's safety and health rules and why those rules must be followed.
- Whenever an employee is given a new job assignment – during formal classroom training, and again when the supervisor provides specific task training. It is extremely important that supervisors emphasize safety during initial task assignment.
- Whenever new work procedures are begun – during formal classroom training and supervisor on-the-job training.
- Whenever new equipment is installed – if new hazards are introduced.
- Whenever new substances are used – hazard communication requirements may apply.
- Whenever a new hazard is introduced or there has been an incident.

Employees must know they are responsible for complying with all University safety rules, and that most accidents will be prevented by their safe work practices. They must be very familiar with any personal protective equipment required for their jobs. They must know what to do in case of emergencies.

Supervisor will be given special training to help them in their leadership role:

- Detecting and correcting hazards in their work areas before they result in injuries or illnesses
- Providing physical resources and psychosocial support that promote safe work.
- Providing performance feedback and effective recognition and discipline techniques.
- Conducting on-the-job-training

Managers must understand their responsibilities within the University's Safety and Health Program, thus their training will include:

- The elements of the safety management system.
- Their responsibility to communicate the safety and health program goals and objectives to their employees.
- Their role that includes making clear assignments of safety and health program responsibilities, providing authority and resources to carry out assigned tasks, and holding subordinates accountable.
- Actively requiring compliance with mandatory safety and health program policies and rules.

Students who are employed by the University are also required to receive safety training when applicable to their jobs.

Faculty are responsible for student safety training prior to any activity that has a potential for a safety concern (e.g. lab, field trip, internship, field study, etc.).

Recognition and Reward

Students will receive access to their transcripts and also a "Record of Completion".

Supervisors will receive notification that the employee has completed their training successfully or not.

Roles and Responsibilities for Training

The Safety Training Program is the shared responsibility of faculty, staff, visitors and those with supervision and management responsibility. Individuals and groups must implement the following aspects of the Safety Training Program:

Occupational and Environmental Health & Safety Department

- Oversee the University's Safety Training Program, including development, implementation, and evaluation of the program.
- Consultative assistance on general safety training courses, provided by University departments, to meet regulatory requirements and injury and illness prevention needs.
- Maintain written documentation and database for all training courses provided by OEHS.
- Provide technical assistance to safety training course instructors and to line management on their safety and job-specific training needs and program.
- Review safety training courses to ensure proper qualifications of the trainer and training content.
- Coordinate medical monitoring information in conjunction with training profile.
- Update and modify policies and procedures as necessary.

Deans, Director's, Department Heads, Chairs, Administrators

- Attend required safety training.
- Provide staff time to attend required safety training.
- Incorporate supervisor's safety training function as part of their performance and progress review.

Supervisors and Faculty

- Complete a Training Evaluation Profile (TBD Appendix A) to identify safety training requirements and recommendations. Review and update each employee's training profile annually.
- Develop and implement applicable safety training for all employees.
- Ensure that all personnel under their supervision attend the required training courses.
- Provide job and hazard specific orientation and training for new personnel, and for all personnel whenever procedural changes or system modifications have an impact on safety. Maintain written documentation of all such training.
- Include safety training requirements in annual employee training plans and performance evaluations. Assess completion in annual performance and progress reviews.
- Attend supervisory safety training courses as required to maintain a safe and healthful work environment for the employee.

New Employees

- Complete on-line New Employee Orientation, which includes general safety training, within the first month after starting work at the University.
- Are allowed to work only under the direct supervision of trained personnel until the new employee has completed all pertinent training.
- Within six months of starting work at the University, personnel must complete all required safety training courses associated with their job unless specified elsewhere in other policies.

SAFETY TRAINING PROGRAM

Completion of the required safety training courses ensures that all University personnel know basic employee procedures, the hazards associated with their jobs, understand the possible health and safety effects of exposure to those hazards, and know how to perform operations safely and in accordance with all environmental protection requirements. Some training requires a medical examination and approval before certification is issued (e.g. respirator training). Additional training and certification are required for work involving special hazards. These training courses are identified for each individual with the Training Evaluation Profile (TBD Appendix A) completed by their supervisors. Copies of Training Evaluation Profiles must be retained by the home department and should be submitted to OEHS for review.

New Employees and Participating Visitors

- All new employees, volunteers and participating visitors who will be at the University must have a Training Evaluation Profile completed by the supervisor within the first month of employment.
- All new employees must complete New Hire Orientation within the first month after starting work at the University. This orientation will include general safety information such as the Environmental Health and Safety Policy (3-300), Hazard Communication, smoking policy, asbestos notification, defensive driver training, reporting campus hazards, emergency preparedness, and employee safety and responsibilities.
- All new employees, volunteers and participating visitors must receive basic site-specific safety information from their supervisor or other designated departmental personnel. This training shall include hazard specific safety training and procedural routines.

Safety Training for Personnel at Off- Site Location

- All University employees working at off-site locations are required to conform to the five University's safety training requirements.
- These requirements are identified by the supervisor completing a Training Evaluation Profile. In some cases facility or procedure based safety training specific to the location will fulfill a University training requirement. For example, training connected with hazardous waste handling or confined space entry, which covers specific procedures for an off-site facility, maybe provided by the institution controlling the work space.

Refresher Training

The following safety training classes have refresher requirements:

- Bloodborne Pathogens (Required annually)

- Chemical Hygiene Plan (required every three years)
- DOT General Awareness (required every three years)
- Fire Safety and Evacuation Planning (required annually)
- Forklift/Power Lift Operations and Safety (required every three years)
- Hazard Communication (required every three years)
- Hearing Conservation (required annually)
- Ladder Safety (required every three years)
- Respiratory Protection (required annually)
- Shipping Potentially Infectious Materials (required every two years)
- Spill Prevention, Control and Countermeasures Plan (SPCC) (required annually)

Training Program Design:

Training should focus on the expected outcomes. The following development process is followed to ensure successful outcome. For the complete training design framework, please follow the “Training Program and Needs Assessment” documentation.

- Needs Analysis: This first step is an analysis of the job, task, or hazard for or about which training is required.
- Design: identify the objectives. The objectives describe what the trainees will be able to do after training is completed; they must be included in the written documentation. The objectives are used to develop evaluation methodologies that measure training results. Successful completion will be indicated by demonstration, simulation, or discussion of the task.
- Delivery methods. These may include Instructor-led training, online e-learning courses videos, webinars, simulation, case studies, or others. Prerequisite knowledge and skills required to begin training should be identified, together with any required retraining cycle. Trainings must include opportunities for participants to provide feedback to the facilitator.
- Implementation: The training testing (or other performance based evaluation), and record keeping is performed by line management
- Evaluation: This is an ongoing continuous improvement effort to determine the effectiveness of the training and to identify program changes that may be required.
- Provide resource material, such as videos, pamphlets, and fact sheets on specific hazards, as well as technical assistance to help supervisors deliver job specific training.
- Retraining and Recertification Regulations and policy may require refresher or periodic retraining

Documentation

System for Training Assessment and Records

- All safety training must be documented in a database system. Data concerning courses include: course name, course code, instructor name(s), length of the course, retraining or recertification cycle, and class date. Data on students include: the participant's name, employee UNID, and signature. If the student fails to pass an examination, the student does not receive credit for the course until the examination is passed.

Training Evaluation Profile

- The training profile is a tool to help managers and supervisors identify which safety training courses their employees must take. Each employee's training profile must be updated and reviewed annually for changes in training requirements or when an employee changes job position, responsibilities or operations.
- Departments may use the training profile to help personnel identify required or recommended job-specific training courses developed by line management. To facilitate this, a set of department-specific questions can be added. Completed profiles must be maintained in the department's files and copies forwarded to OEHS.
- Safety training will be evaluated following any on the job injury or illness that requires notification of UOSH; equipment loss or damage; injury to other (students, visitors); any time a near miss report indicates training review to be warranted.