

# Chapter 29

## SAFETY AND HEALTH TRAINING

### A. References.

1. [SPPM 20.31 Safety Training](#)
2. [SPPM 20.30 Safety Orientation](#)
3. [SPPM 3.10 General Requirement for PPE](#)
4. Accident Prevention Program (APP) Chapter 24, Personal Protective Equipment Hazard Assessment and Certification Guidelines, is used to support hazard assessments in non-laboratory workplaces.
5. APP Chapter 24, Workplace Hazard Assessment Certification Form

### B. Purpose and Scope.

This Chapter establishes responsibilities and training requirements for College of Arts and Sciences (CAS) employees where training is identified as an administrative control to reduce workplace hazards or is required by State rule.

### C. Responsibilities

#### Supervisors:

- Understanding the contents of this chapter;
- Ensuring employees receive New Employee Safety Orientation training including access and time to review this APP;
- Identifying employee work activities requiring training as outlined in this APP;
- Identifying training resources and permitting time during the work shift for employee training, initially with refresher training as required;
- Ensuring employee training is documented and training records are maintained;
- Evaluating employee performance and arranging for retraining when necessary.

#### Employees:

- Understanding the contents of this chapter;
- Participating in New Employee Safety Orientation training and familiarizing themselves with this APP;
- Understanding what work activities require training prior to engaging in those work activities;
- Participating in training as required;
- Demonstrating proficiency and an understanding of the safety principles learned;
- Requesting additional training whenever concern arises over the adequacy of their existing training relating to specific work activities.

### D. Requirements

Employee job classifications and their assigned duties aid supervisors in determining an employee's required safety training. Supervisors must be familiar with the employee training requirements established in this APP and participate in *Supervisor as Safety Manager* training, as necessary. EHS' Occupational Health and Safety (OHS) unit provides the *Supervisor as Safety Manager* training semi-annually.

## E. New Hire Orientation

Every new WSU employee will be provided a safety orientation referencing the requirements established in [SPPM 2.16 Safety Orientation](#). A Safety Orientation Checklist must be completed (see the PDF version of [2.16.2](#)) and recorded in the employee training record. Rehires or cyclical workers with less than six (6) months duration away from work, need not be considered new hires except at the start of their initial cycle.

Each employee must be briefed on the contents of this document and may be instructed to read selected safety materials, attend classroom based training, and/or complete on-line training directly pertaining to assigned duties. *Before new employees are released to perform work without the direct supervision of a properly trained supervisor or co-worker, they must satisfactorily complete the required safety training.*

Initial safety training must include an overview of this APP with specific instructions and time allotted for employees to read this APP and understand their responsibilities. Employees shall be instructed not to engage in the following activities or work with the following materials without receiving additional work activity or specific material handling training (Note: The following list is provided for guidance and may not be all inclusive):

- Chemical Handling
- Respirator Use (non-voluntary)
- Confined Space Entry
- Work above 10 feet
- Ladder Use
- Work from Scaffolds
- Operate Lifts
- Operate Powered Tools
- Trench/Excavation Work
- Work with Hazardous Energy/LOTO
- Hot Work (Weld/Cut)
- Work with Blood Borne Pathogens/OPIM
- Electrical Work
- Asbestos Work
- Lead Based Paint
- Compressed Gas
- Dangerous Waste Handling
- Spill Response
- Signaling/Flagging
- Laboratory Work
- Work around Lasers
- Work around Radio Transmitters
- Pesticide Handling

### **New employees shall also understand:**

1. They are to report any unsafe conditions or practices immediately to their supervisor;
2. They have authority to stop work if any unsafe conditions or practices are present until such time as they are controlled;
3. Nothing we do is so important as to necessitate the violation of standing safety practices;
4. Failure to comply with safety policies and procedures will be considered serious and result in timely corrective or disciplinary action judged to be appropriate for the specific circumstances at hand.

## F. Specific Training Topics

Employees shall receive training as specified in Washington Administrative Code (WAC) and/or

the WSU Safety Policy and Procedures Manual (SPPM) and this APP. Contact the EHS OHS unit for specific information.

## **G. Training Resources**

Supervisors and trainers may obtain training aids from the following sources.

- The EHS home page <http://ehs.wsu.edu/> has training courses, DVDs, videos, fact sheets on numerous safety topics directly from the Environmental Health and Safety Department. If you don't see information on a topic call EHS and we will help get you the training you need.
- Posters and audio-visual safety training s from the State of Washington Division of Occupational Safety and Health (DOSH) <http://www.lni.wa.gov/safety/>
- Audio-visual materials from Academic Media Services. See BPPM [80.13](#).
- Direct purchase from non-WSU vendors. Contact Public Safety or Environmental Health and Safety for assistance.

## **H. Recordkeeping.**

- Supervisors should obtain a copy of the training form/sign-in-sheet used by the training provider. Supervisors provide training documentation to the EHS receptionist for incorporation into the EHS industry Safe database.
- Training dates, class titles and employee names will be recorded when an employee participates in a training event. The sign-in sheet for training must include a description of the class content. Employees are to personally sign in for each training event.
- For training requiring an evaluation or test, a copy of the employee's evaluation or test results will be placed in the employee's training records. Employees who fail to satisfactorily complete the evaluation or test will require retraining. Repeated failure to satisfactorily complete the evaluation or test may be addressed as a performance issue and handled accordingly.
- Training records will be retained after the employee's separation from employment referencing [BPPM 90.1, University Records--Retention and Disposition](#).