

SUBJECT: Training Requirements for Potentially Hazardous Activities	Effective Date: 6/11/12	Policy Number: FSP 2012 EHS0004	
	Supersedes: N/A	Page 1	Of 3
	Responsible Authority: Director of Environmental Health and Safety		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all faculty members, visiting scholars, staff members, students, volunteers, and affiliates whose activities involve potential exposure to physical, chemical, biological, or radiological hazards.

Employees, visitors, and students are responsible for performing their work in a safe and responsible manner, being knowledgeable in the safety requirements applicable to their activities, and following established safety and standard operating procedures.

Supervisory staff, including faculty, are responsible for developing standard operating procedures for site-specific hazards in their areas, providing training on those procedures, enforcing safety policies in their areas, and ensuring that individuals working in their areas do not engage in activities for which they have not been trained. Supervisors should provide frequent work observations of employees and students and promptly correct unsafe work habits.

Departments are responsible for planning and budgeting for training, ensuring that all potentially exposed members of their organizations are identified and trained appropriately, and properly documenting the training.

The Department of Environmental Health and Safety (EHS) is the designated authority for recommending training components based on regulatory requirements and activity hazard analysis, providing general safety training programs, and verifying that potentially exposed members of the UCF community are identified and trained appropriately.

POLICY STATEMENT:

The University recognizes the importance of providing a safe work and learning environment, free from recognized and preventable hazards, and the importance of providing training to employees, visitors, and students whose activities have the potential to become hazardous or are known to be hazardous.

The objective of safety training is to educate the campus community in best practices for recognition of potential hazards, methods for prevention and protection from injury while performing campus related activities, and responsible environmental stewardship.

A number of laws and regulations require training for job-specific functions within the University. Each has unique requirements for development and implementation of procedures, training of employees, and recordkeeping. EHS has compiled a list of applicable training courses, associated training topics, and required frequency of training.

POLICY:

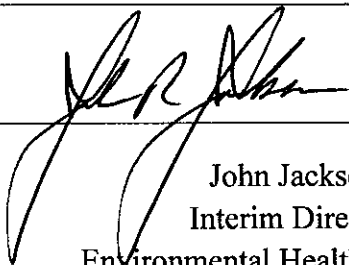
1. Where applicable, EHS personnel provide in-house training via instructor-oriented courses or web-based methods. EHS assists departments with identifying employees who need initial training, as well as intermittent follow-up training. Policies and programs within EHS include specific training topics that are required, regulatory references, and guidance for procedural development. See Appendix A Safety Training Matrix.
2. Departments must identify faculty, staff, visitors, volunteers, and students with activities that require safety training using the Job Function page in PeopleSoft. The Hiring Manager will use the Employee Category, “Health and Safety Plan Associated Worker”, and choose the appropriate classification (Laboratory, Non-Laboratory, or EHS) and appropriate subcategory under that classification:

Examples of these employees typically include those who work in laboratories, shops, studios, and medical clinics; custodial workers; maintenance workers; landscape workers; building supervisors; resident assistants; health and safety employees; and personnel who receive, ship, or transport hazardous materials.

3. Faculty and supervisors must report unpaid students and volunteers to their departmental Hiring Manager.
4. Where appropriate, visitors, volunteers, and students shall be required to attend safety classes, regardless of their University employment status.
5. EHS will schedule an orientation session when a new faculty or supervisor sub-category is reported. Permit needs based on hazard types will be identified during the orientation session and added to the Environmental Health and Safety Assistant (EHSA) software. Adding different permit types to new faculty or supervisors adds the required training courses to the permit holder’s training queue. Permittees and workers should not start hazardous activities until the associated training requirements are met.
6. Faculty and supervisors must attach workers to their individual permits in EHSA. Adding workers to different permit types adds the required training courses to the

worker's training queue. Permit holders will be able to view the required courses and training completion dates for each worker under their supervision.

7. EHS will monitor training due dates and send reminders to workers and their supervisors. If a training due date is exceeded by more than 30 days, a notice will be sent to the employee, supervisor, and department head, requesting the worker stop activities until training is completed. Continued failure to complete training will be reported to the dean and then the provost for corrective action.
8. EHS will send annual reminders to department heads and hiring managers, along with a list of currently identified workers who require training for verification.
9. EHS will randomly sample the list of employees against workers present during inspections and question workers on safety procedures. If workers fail to demonstrate competency on basic safety principles, retraining will be required.

Approved By:	Date Approved:
	6/11/12
John Jackson Interim Director Environmental Health and Safety	