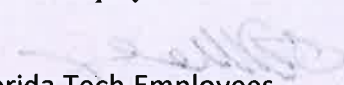



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ES-1004 Safety Training Policy**Policy**

The success of a comprehensive safety program depends heavily on each employee having all the knowledge and skills necessary to do their job safely. There are certain legal requirements imposed on individuals, supervisors, and Florida Institute of Technology (Florida Tech) by the Occupational Safety and Health Act (OSHA) and other regulatory bodies. The goal of a safety training standard is to ensure that all employees requiring safety training complete that training to perform their duties safely.


It is the policy of Florida Tech that all employees receive safety and health training as required by regulatory and industry standards. Workers needing training may also include student workers, supplied labor, and contract workers. Training is provided to newly hired workers and management, those that have transferred internally from one job to another and those who have been promoted from workers to management. The organization will also provide ongoing safety and health training for workers and management. All training content is documented and maintained. All workplace departments are required to comply with this policy and procedure.

Procedure


1. Administration, Management, and Supervisor's responsibility.
 - a. Provide the resources to develop, implement, and maintain an effective safety and health training program.
 - b. Assign responsibilities for training coordination to competent management (e.g., orientation and other training.)
 - c. Ensure that selected supervisors and trainers are competent to perform the required training.

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- d. Ensure that a training needs assessment process is in place to determine the annual safety and health training required for management and workers. Coordinate with the Environmental Health & Safety (EH&S) Department to perform a needs assessment to determine the safety and health training requirements.
2. Environmental Health and Safety (EH&S) Department Responsibility.
 - a. Develop a safety and health training needs assessment process in accordance with federal, state, and local regulations and industry standards and job-specific occupational hazards, work processes and equipment, taking into consideration legislation, standards, codes, guidelines, best or leading practices and manufacturer guidelines.
 - b. Coordinate with Administration, Management and Supervisors when required: regarding training, training materials, and the qualification of competent trainers.
 - c. Maintain institution safety training records.
 - d. Coordinate with the Compliance & Risk Manager regarding new hire and management training program and checklists.
 3. Faculty, Staff & Student's responsibility.
 - a. Developing the skills and knowledge necessary to do the job safely, to meet the organization's objectives, and to fulfill the requirements of the OSHA Regulations.
 - b. Every person must be made aware and should be aware of their skill limitations and not undertake any job which might endanger themselves or another person's health or safety.
 - c. Attend training session and sign training records.
 - d. Comply with the OSHA and regulations, policies, procedures, safe work practices, and safe operating procedures and report hazards to the supervisor.

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4. Training needs assessment.
 - a. Training needs will be identified through a review of the critical occupational tasks and/or job hazard analysis procedures, accident investigations, injury analysis data, worker surveys and a review of applicable legislation.
 - b. The EHS Director or designate, in consultation with management, human resources, and the Compliance & Risk Manager will review the safety and health training needs of the university annually. Departmental surveys regarding training needs will be conducted to determine optimum training frequency. Training standards for specific jobs will be reviewed in all accident/incident events requiring completion of an accident investigation form.
 - c. Managers and supervisors will maintain updated training matrices for workers. These will outline:
 - University and department specific training requirements;
 - Time frames for training completion;
 - Record of training and training outcomes.
 - d. Management coordinating training programs must ensure the program is developed by a competent person and formalized in writing to provide standardization and completeness. Competent trainers will be identified by the responsible manager. The trainers will provide the training and define training requirements in consultation with management coordinating the training. Trainers will provide and collect individual course evaluation forms from participants. There should be knowledge/proficiency testing appropriate to the program with documentation. Documentation will meet either federal, state or industry standards for the given topic with each parameter identifying the specific regulatory, and/or administrative codes.
5. University Safety and Health New Employee Orientation Training.
 - a. Human resources, the Compliance & Risk Manager, and EHS or designate will identify safety and health training topics and coordinate the university safety and health training

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program. Human resources will notify participants of the training expectations, time and location of the university new employee and management training. All new employees and management must be trained.

- b. University training content for newly hired workers and managers will include but is not limited to:

- Human resources and health and safety department services information;
- Workers' rights;
- Workplace violence and harassment prevention, etc.
- Hazard awareness, assessment, control and evaluation etc.
- Personal protective equipment
- Emergency procedures, including but not limited to, evacuation routes and spill response

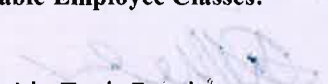

6. Management Safety and Health Training.

- a. New or recently promoted management will also receive safety and health training for management e.g. competent supervision training, including but not limited to:

- Safety and health roles and responsibilities;
- Legislation and standards applicable to the industry and work;
- Hazard awareness, assessment, control and evaluation.

7. Department Specific Safety and Health Training.

- a. Supervisors and managers will provide or coordinate department specific knowledge and skills training for transferred, new and existing workers as outlined in the training matrices. Training will be documented e.g. department specific orientation checklist and/or other training records. Copies of all training records will be provided to EH&S for recordkeeping. Training content will be determined based on the previously mentioned needs assessment.
- b. Department specific topics for example may include but are not limited to:

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- Chemical training;
- Safe work practices, work methods and work organization;
- Specialized certification and technical training will include but limited to first aid, traffic control, chain saw, forklift, vehicle, asbestos awareness, propane handling, fall arrest, equipment pre-use inspection, fire protection, confined space emergency response and rescue, Lock Out Tag Out, etc.

8. Training, Training Records and Documentation.

a. All new and existing management and staff will be trained on this policy and procedures at orientation or at the department level.


b. Training records will be documented and include:

- Title of training course;
- Date of training;
- Instructor's name;
- Worker signature unless special electronic verification systems are in place, e.g. use of worker unique number;
- Location of the training (e.g. classroom, online.)

Supervisors will maintain their subordinate safety training files. Those files will be inspectable by EH&S or outside compliance officers when requested for audit purposes.

9. Evaluation.

a. Supervisors and managers will audit their training matrices at least annually to ensure all workers under their authority have completed the necessary health and safety training. Evaluations of the training completeness and compliance will be part of the worker performance evaluation process. Supervisors and managers will update the training matrices annually based on the annual need's assessment.

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- b. Management coordinating training programs will at least annually review the overall effectiveness of training program content and delivery methods in light of changes in legislation and standards, best and leading industry practices and feedback from participants and worker performance etc. Based on the review and training program recommendations, quality improvements will be made in consultation with stakeholders.
- c. Supervisors and managers will make training records available to EH&S upon request for periodic audits to evaluate the effectiveness of the training programs.

References

- a. General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970.
- b. 40 Code of Federal Regulation (CFR) Protection of Environment
- c. 49 CFR Transportation
- d. ES-1001 Florida Institute of Technology -Safety Policy & Procedures.
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