

Employee Safety and Health Training Program



Environmental Health, Safety and Risk Management Department

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I. INTRODUCTION

An education and training plan is one of the most necessary and basic elements of an employee environmental health, safety, and risk management program. Training is essential to communicate practical understanding to employees at Stephen F. Austin State University. A training program addresses specific safety and health responsibilities and provides risk prevention and loss control information for Stephen F. Austin State University employees. Safety training is most effective when it is immediately incorporated into standard operating procedures, workplace practices, and individual job performance requirements.

Training is required for both supervisors and employees alike. The content of each training session will vary, but each session whether provided by the Environmental Health, Safety & Risk Management Department (EHSRM) or individual departments on campus will attempt to teach the following:

- The success of Stephen F. Austin State University's Health and Safety Program depends on the actions of individual employees as well as a commitment by the University.
- Inform employees about the agency standards, policies and procedures regarding 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 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.
- Direction regarding needs to communicate concerns about loss control or health and safety matters.

II. PURPOSE & SCOPE

Training is one of the most important elements of any health and safety program. The purpose of this program is to establish Environmental Health, Safety, and Risk Management (EHSRM) training requirements at Stephen F. Austin State University (SFA). The goal of this program is to ensure safe operating procedures and regulatory compliance with various safety policies, procedure, and regulations.

This training program applies to all SFA employees to some degree and addresses specific safety and health training courses required for SFA employees. The SFA Environmental Health, Safety, and Risk Management department (EHSRM) will work with the SFA Human Resources department (HR) and department managers to determine who must attend both mandatory and recommended training sessions based on applicable federal and state health and safety regulations and industry best practices.

III. RESPONSIBILITIES

A. Environmental Health, Safety, and Risk Management (EHSRM)

1. Develop, implement, and monitor safety training programs;
2. Make safety trainings available as needed;
3. Determine the employee's safety training requirements;

4. Advise departments of new, updated, or refresher training requirements and opportunities;
5. Provide notification of required training to employees, supervisors, and HR as needed;
6. Determine the frequency of training as specified by law, standard, code, or policy; and
7. Retain training documentation for the required retention rate, typically one fiscal year plus three years.

B. Supervisors

1. Review the “Safety Training Matrix” located in *Appendix A* beginning on page 6 to identify employee training requirements. The New Hire Safety Training Checklist to EHSRM found in *Appendix B* on page 16 may be used as a guide to ensure safety training requirements are met for new employees;
2. Work with EHSRM to schedule safety training classes as needed;
3. Notify EHSRM if an employee cannot attend a safety training and make arrangements for a makeup training;
4. Ensure employees receive department or job specific safety guidelines; and
5. Ensure employees receive training whenever new substances, processes, procedures, or equipment are introduced into the workplace, or when current practices change.

C. Employees

1. Attend all required training courses assigned or recommended based on the job assignment or work area; and
2. Comply with all applicable health and safety rules, regulations, policies, and procedures.
3. Remember, the following general rules apply in all situations:
 - No employee should undertake a job that appears to be unsafe.
 - No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
 - No employee should use chemicals without fully understanding their hazardous or toxic properties and without the knowledge required to work with these chemicals safely.
 - Mechanical safeguards must be kept in place at all times.
 - Employees must report any unsafe conditions to the job site supervisor and the Safety Department.
 - Any work-related injury or illness must be reported to management and the Safety Department at once.
 - Personal protective equipment must be used when and where required. All such equipment must be properly maintained and fitted.

IV. SAFETY TRAINING PROGRAM

Completion of required safety training courses ensures that university personnel know basic safety procedures, hazards associated with specific job functions, how to protect themselves from those hazards, and know how to perform job tasks safely in accordance with all applicable requirements. The safety and health training program can be divided into four major categories: New Employee Safety Training, Required/Best Practice Safety Training, Refresher Training, and Specialized Training as described in the sections below.

A. New Employee Safety Training

All new employees will receive basic safety training provided by EHSRM during the new employee orientation, also known as Welcome Jacks, at the start of their employment at SFA. This training will be in the form of an online training session administered by the SFA HR department. The EHSRM New Employee Safety Training covers the following topics:

1. SFA's general safety rules and policies,
2. Fire and life safety rules and emergency procedures,
3. Proper use of fire extinguishers,
4. Employees safety responsibilities,
5. Hazard Communication (chemical safety),
6. Accident and injury reporting, and
7. Worker's compensation programs and benefits for on the job injuries.

After completion of the general safety orientation class (Welcome Jacks), the new hire's supervisor should also provide additional site-specific training applicable to safety sensitive tasks before the employee can conduct the task. This training will consist of:

1. Emergency plans, evacuation routes, assembly locations and emergency actions,
2. Rules for reporting safety violations, accidents, and near misses,
3. Safe operating procedures,
4. Location & use of emergency eyewash and safety shower stations (if applicable),
5. Location and use of fire alarm pull boxes and fire extinguishers,
6. Use of tools & equipment, lifting & material handling equipment,
7. Machine & tool guards, emergency stop control locations and use,
8. Proper ergonomic procedures & lifting techniques for the tasks assigned,
9. Safety equipment & personal protective equipment, and
10. Hazard Communication: specific hazards for work area chemicals and personal protection measures.

Supervisors may utilize the *New Hire Safety Training Checklist* provided in *Appendix B* on page 16 to aid in safety training requirements. This document along with the *Safety Training Matrix* provided in *Appendix A* beginning on page 6 will also help identify any job task or work area specific (specialized) safety training that are needed.

B. Required/Best Practice Safety Trainings

Safety trainings have been assigned based on the known or anticipated hazards encountered by employees in their area of work and/or specific job functions. For each department or job category, a determination has been made for required and best practice trainings (see *Appendix A* beginning on page 6).

Required training should be scheduled by supervisors as soon as possible after the hiring of a new employee by contacting EHSRM at 468-4442. Some required safety trainings may be taught by a worker's supervisor. Refer to the program specific safety procedure manuals located on the EHSRM website at www.sfasu.edu/safety for more information. These topics cover on the job hazards and require specific procedures to ensure employee safety. For more information or assistance in conducting these trainings, contact EHSRM at 468-4442 or email safety@sfasu.edu.

Best Practices trainings may not be required for a job category or work area, but are recommended to further enhance the safety culture on campus. Best Practice trainings should be conducted or scheduled with EHSRM when the supervisor has identified the need for such training.

C. Refresher Training

Certain safety trainings require periodic refreshers at set intervals to maintain compliance with applicable regulations and university policies. The intervals for required refresher trainings are also indicated in *Appendix A*. All refresher trainings conducted shall be documented and training records forwarded to EHSRM by email to safety@sfasu.edu.

Refresher trainings may be shorter and less in-depth than initial training although this isn't always the case. These trainings are designed to refresh an employee's memory on the safety topics and procedures. Refresher trainings may also be required at certain intervals or anytime a worker cannot demonstrate adequate knowledge in a subject or is observed conducting work in an unsafe manner. Refresher trainings may be conducted by a supervisor or EHSRM Safety Officer at the time of the incident or more formally in a scheduled training session. All refresher trainings shall be documented and training records retained by EHSRM.

D. Specialized Training (High Interest Area or Specific Subject Matter)

When an employee is transferred into a new workgroup or department and is assigned new job duties, specific job instruction training should be provided by the area supervisor or the Safety Department. Job instruction training should incorporate safety concepts into task training. The employee should show that he or she is able to perform the task safely before being allowed to perform the task without supervision. Remedial training at regular intervals may be required.

Employees may also receive specialized or high interest safety training. This safety training may be presented during staff meetings. Specialized or high interest safety training normally includes topics such as prevention of repetitive injuries, hazard recognition and avoidance, as well as confined space entry, lock-out tag-out, how work and respirator training. Specialized training normally requires more time and in some cases will need to be conducted by professional sources outside the agency.

V. DOCUMENTATION AND RECORD KEEPING

It is essential for all safety training to be documented by the supervisor or EHSRM. The Safety Training Documentation Form provided in *Appendix C* on page 18 (or similar form) should be filled out, signed, and maintained on file for each safety training. Training records completed by supervisors shall be forwarded to EHSRM by email to safety@sfasu.edu. These documents will be retained for the appropriate rate of retention, typically one fiscal year plus three years.

VI. SAFETY AND HEALTH TRAINING PROGRAM EVALUATION

An evaluation of the effectiveness of safety training programs will be conducted periodically. EHSRM will consult with supervisors and employees who have participated in the training program to determine the effectiveness and obtain suggestions for program improvements. The evaluation process will highlight training program strengths and identify areas of weakness that need changes or improvement.

VII. PROGRAM COMPLIANCE

In order to maintain a safe campus work environment, it's imperative that SFA employees comply with all applicable federal, state, and local health and safety rules, regulations, codes, and standards as well as university policies and procedures. These regulations are described in more detail in *Appendix D* beginning on page 19. Some of these regulations are overarching and apply to all SFA employees, while others are specific to certain job classifications, duties, or work areas. Employees should also observe industry best practices related to their specific job functions or work areas.

The following section (Appendix A: Safety Training Subject and Job Classification Matrix) includes a list of campus departments and job titles, and the required and available safety trainings that apply to each. The required frequency of each training is also provided.

APPENDIX A: SAFETY TRAINING SUBJECT AND JOB CLASSIFICATION MATRIX

Job/Departmental Category	Aerial & Scissor Lifts	Asbestos Awareness*	Blood Borne Pathogens*	Confined Space Entry	Eye, Hand, Foot, & Back Safety	Fire Drills	Fire Extinguisher	Forklift***	Hazard Communication (chemical safety)	Hearing Conservation	Heat Stress	Hot Work	Ladder/Scaffolding Safety	Lock Out Tag Out	Motorized Utility Vehicle***	New Employee Safety Training	Respiratory Protection	Towing Safety
AARC						B	N									N		
Academic Advising						B	N									N		
Accounting						B	N									N		
Admissions						B	N								B	N		
Agriculture					B	B	N		R	B	B				B	N		B
Alumni Relations						B	N								B	N		
Anthropology, Geography and Sociology					B	B	N									N		
Art					B	B	N		R	B		B				N	B	
Audit Services						B	N									N		
Biology					B	B	N		R		B					N		
Business Communication and Legal Studies						B	N									N		
Campus Recreation																		
<i>Administration (REC)</i>	B	B	R			B	N		B	B				B	B	N		
<i>Building Operator</i>	R	R	B		B	B	R		R	B		R	R	R	B	N		
<i>Custodial</i>	R	R	R		B	B	R		R	B				B	B	N		
Center for Teaching and Learning						B	N									N		
Charter School			B			B	N									N		
Chemistry					B	B	N		R							N		
Center for Career and Professional Development						B	N								B	N		

N=Required Training for New Hires

R=Required Training (depending of specific job duties)

B=Best Practice Training (depending of specific job duties)

*Annual Periodic Training

***3 Year Periodic Training

Job/Departmental Category	Aerial & Scissor Lifts	Asbestos Awareness*	Blood Borne Pathogens*	Confined Space Entry	Eye, Hand, Foot, & Back Safety	Fire Drills	Fire Extinguisher	Forklift***	Hazard Communication (chemical safety)	Hearing Conservation	Heat Stress	Hot Work	Ladder/Scaffolding Safety	Lock Out Tag Out	Motorized Utility Vehicle***	New Employee Safety Training	Respiratory Protection	Towing Safety
COE Assessment and Accountability						B	N									N		
Computer Science						B	N									N		
Controller's Office						B	N									N		
Dean's Office College of Business						B	N									N		
Dean's Office College of Education						B	N									N		
Dean's Office College of Fine Arts						B	N									N		
Dean's Office College of Forestry and Agriculture						B	N		B						B	N		
Dean's Office College of Sciences and Math						B	N									N		
Dean's Office College of Liberal and AAS						B	N									N		
Dean of Student Affairs						B	N									N		
Development						B	N								B	N		
Disability Services						B	N									N		
Early Childhood Lab						B	N		B							N		
Economics and Finance						B	N									N		

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Elementary Education						B	N									N		
English and Creative Writing						B	N									N		
Environmental Sciences					B	B	N		R		B				B	N	B	B
Financial Aid Operations						B	N									N		
Forestry					B	B	N		R		B				B	N		B
Geology					B	B	N		R		B					N	B	
Government						B	N									N		
Graduate School Dept.						B	N									N		
Health Clinic			R			B	N		R							N		
Heritage Research Center						B	N									N		
History						B	N									N		
Human Resources						B	N									N		
Human Sciences						B	N									N		
Human Services						B	N									N		
Information Tech Services		R		R	B	B	N		B				R	B	B	N		
Institutional Effectiveness						B	N									N		
Institutional Research						B	N									N		
Intercollegiate Athletics			R			B	N		B						B	N		
International Programs						B	N									N		
Kinesiology and Health Science			R			B	N		B		B					N		

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Languages, Culture and Communication							N									N		
Mass Communications							N									N		
Math and Statistics							N									N		
Management, Marketing and International Business							N									N		
Military Science			B				N								B	N		
Multicultural Affairs							N								B	N		
Multidisciplinary Studies							N									N		
Music							N								B	N		
Office of General Counsel							N									N		
Office of Student Engagement						B	N								B	N		
Office of Student Rights and Responsibilities						B	N									N		
Office of the President						B	N								B	N		
Orientation Programs						B	N								B	N		
Physical Plant Department (Includes Res. Life and Student Center Maintenance and Custodial)																		

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<i>Administration</i>	B	B	B	B	B	B	N	B	B	B	B	B	B	B	B	N	B	B
<i>Building Trades</i>	R	R	R	R	B	B	N	R	R	B	R	R	R	R	R	N	R	B
<i>Custodial</i>	B	R	R	B	B	B	N	R	R	B	R	B	R	B	B	N	B	
<i>Electricians</i>	R	R	R	R	B	B	N	R	R	R	R	R	R	R	R	N	R	B
<i>Electronics</i>	R	R	R	R	B	B	N	R	R	B	R	R	R	R	R	N	R	B
<i>Grounds</i>	R	R	R	B	B	B	N	R	R	R	R	B	B	B	R	N	B	B
<i>HVAC</i>	R	R	R	R	B	B	N	R	R	R	R	R	R	R	R	N	R	B
<i>Lock Shop</i>	R	R	R	R	B	B	N	R	R	B	R	R	R	R	R	N	B	B
<i>Mechanics</i>	R	R	R	B	B	B	N	R	R	R	R	R	R	R	R	N	B	B
<i>Plumbing</i>	R	R	R	R	B	B	N	R	R	R	R	R	R	R	R	N	B	B
<i>Special Services</i>	R	R	R	B	B	B	N	R	R	B	R	B	R	B	R	N	B	B
<i>Transportation</i>	B	R	R	B	B	B	N	R	R	B	R	B	B	B	R	N	B	B
Physics, Engineering and Astronomy						B	N		B					B		N		
Post Office						B	N									N		
Printing Services						B	N								B	N		
Procurement Services						B	N								B	N		
Provost & VP Academic Affairs						B	N									N		
Psychology						B	N									N		
Registrar						B	N									N		
Research & Sponsored Programs						B	N									N		
Residence Life																		
<i>Administration</i>		B				B	N								R	N		
Safety and Risk Management	B	B	B	B	B	B	N	B	B	B	B	B	B	B	B	N	B	B

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School of Honors						B	N									N		
School of Nursing						B	N									N		
Secondary Education						B	N									N		
SFA Press						B	N									N		
Social Work						B	N									N		
STEM Center					B	B	N									N		
Stone Fort Museum						B	N									N		
Student Affairs Programming						B	N								B	N		
Student Affairs Support						B	N								B	N		
Student Center						B												
<i>Administration</i>		B				B	N								B	N		
Student Publications						B	N									N		
Student Success Center						B	N									N		
Telecomm. and Networking	B	R	R	R	B	B	N		R	B		R		R	B	N		
Testing Services						B	N									N		
Theatre – Fine Arts						B												
<i>Stage Crew</i>	B	B	B		B	B	N		B			B	R	B		N		
Title IX						B	N									N		
University Marketing Communications						B	N									N		
University Library						B	N									N		
University Partnerships						B	N									N		

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University Police Department																		
<i>Administration</i>			B	B		B	N		B						B	N		
<i>Patrol Officer</i>			R	B	B	B	N		B		B				B	N		
<i>Traffic Officer</i>			B	B		B	N		B		B				B	N		
Veterans Resource Center						B	N									N		
VP Finance and Administration						B	N								B	N		
VP for University Advancement						B	N								B	N		
VP University Affairs						B	N								B	N		

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Job/Departmental Category	Aerosol Can Management	Biological Safety*	Blood borne Pathogens*	Bulb Crusher Training*****	Chematrix (chemical inventory management)*****	DOT Training for Hazardous Materials***	Hazard Communication (chemical Safety)	Hazardous Waste Management*****	Lab Safety*****	Pesticide Safety Training*****	Radiation Safety***	Shipping Biological Materials***	Spill Prevention Control & Countermeasures (SPCC – for bulk petroleum storage)*	Universal Waste Management ***
Agriculture	B				R		N	R	R	R			R	
Anthropology, Geography and Sociology					B		N	R	R			B		
Art	R						N	R						
Audit Services							N							
Biology		R			R		N	R	R			B		
Campus Recreation														
<i>Administration (REC)</i>	B		B				N							
<i>Building Operator</i>	B		R	R			N							R
<i>Custodial</i>			R				N							
Charter School							N							
Chemistry			R		R		N	R	R			B		
Environmental Sciences			R		R		N	R	R			B		
Financial Aid Operations							N							
Forestry			R		R		N	R	R	R	B	B		
Geology					R		N	R	R					
Government							N							
Graduate School Dept.							N							
Health Clinic			R		R		N	R	R					
Information Tech Services (IT)							N							
Institutional Research							N							

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Job/Departmental Category	Aerosol Can Management	Biological Safety*	Blood borne Pathogens*	Bulb Crusher Training*****	Chematix (chemical inventory management)*****	DOT Training for Hazardous Materials***	Hazard Communication (chemical Safety)	Hazardous Waste Management*****	Lab Safety*****	Pesticide Safety Training*****	Radiation Safety***	Shipping Biological Materials****	Spill Prevention Control & Countermeasures (SPCC – for bulk petroleum storage)*	Universal Waste Management ***
Intercollegiate Athletics			R				N				B			
Kinesiology and Health Science			R		R		N	R			R			
Physical Plant Department														
<i>Administration</i>	B		B	B			N	B					B	B
<i>Building Trades</i>	R		R				N	R					B	R
<i>Custodial</i>	R		R				N	R					B	B
<i>Electricians</i>	B		R	R			N	B					B	R
<i>Electronics</i>	B		R	R			N	B					B	R
<i>Grounds</i>	R		R				N	R		R			R	B
<i>HVAC</i>	B		R				N	B					B	B
<i>Lock Shop</i>	B		R				N	B					B	B
<i>Mechanics</i>	R		R				N	R					R	B
<i>Plumbing</i>	B		R				N	B					B	B
<i>Special Services</i>	B		R				N	B					B	B
<i>Transportation</i>	B		R				N	B					B	B
Physics, Engineering and Astronomy			B		R		N	R	R					B
Residence Life														
<i>Administration</i>	B		B	B			N	B						B
<i>Building Operator</i>	R		R	R			N	B						
<i>Custodial</i>	R		R				N	B						
<i>Painter</i>	R		R				N	B						
Safety and Risk Management	R	R	R	R	R	R	N	R	R	R	R	R	R	R

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Job/Departmental Category	Aerosol Can Management	Biological Safety*	Blood borne Pathogens*	Bulb Crusher Training*****	Chematix (chemical inventory management)*****	DOT Training for Hazardous Materials***	Hazard Communication (chemical Safety)	Hazardous Waste Management*****	Lab Safety*****	Pesticide Safety Training*****	Radiation Safety***	Shipping Biological Materials****	Spill Prevention Control & Countermeasures (SPCC – for bulk petroleum storage)*	Universal Waste Management ***
STEM Center			B		R		N	R	R			B		
Student Center														
<i>Administration</i>	B		B	B			N							
<i>Building Operator</i>	R		R	R			N	B						B
<i>Custodial</i>	B		R				N							
Telecom.							N							
Title IX							N							
University Police Department														
<i>Administration</i>	B		B				N							
<i>Patrol Officer</i>	B		R				N							
<i>Traffic Officer</i>	B		R				N							

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APPENDIX B: NEW HIRE SAFETY TRAINING CHECKLIST

Employee Name: _____ Employee ID#: _____

Department & Shop/Area: _____ Job Title: _____

Instructions: This form is provided as a safety training guidance document and may be used by supervisors to aid in assigning and completing required safety trainings for new employees. Supervisors should make every effort to complete or assign safety trainings for new employees within 3 days of employment or prior to job task assignments which require additional safety training or equipment. Review the information given under each item and initial and date when complete. If one or more items cannot be completed at this time, cover as much of the information as possible and complete the item as soon as possible. Contact EHSRM to schedule required safety trainings by calling 468-4442 or email to safety@sfasu.edu.

1. Review Accident Reporting Procedures	Date:
All work related injuries and illnesses must be reported immediately and an Injury Report completed within 24 hours. Show the employee how to access the 24 Hour quick on the top right corner of the EHSRM website at: www.sfasu.edu/safety .	
2. Review First Aid and Medical Treatment Procedures	Date:
Give the employee directions (verbal or written) to the Urgent Doc Medical Clinic and the Hospital Emergency Rooms. If the employee experiences a work-related injury or illness, they can get medical treatment at one of these locations. Employees are not required to go for medical treatment unless their supervisor requires them to. If it's a life-threatening emergency, they should immediately call for emergency help through UPD at 468-2608 or at 911.	
3. Review Departmental/Shop Hazard Communication Procedures	Date:
All hazardous chemicals used at SFA are labeled and have a safety data sheet (SDS) which lists the hazards and safety precautions that should be followed when using that chemical. Show the employee where the SDS's for the chemicals they will be using are located or how to access them online. Employees should always read the label on a chemical before using it and review the SDS. Review with them the types of chemicals used in their work and the associated hazards of those chemicals. Explain and provide the specific personal protective equipment (PPE) they must wear when using these chemicals. Employees should never put chemicals in a secondary container without properly labeling it.	

4. Issue Personal Protective Equipment (PPE) and Review Use Requirements	Date:
<p>Give the new employee any PPE they will need to do their work (mark below):</p> <ul style="list-style-type: none"> a. Eye/Face Protection (e.g., safety glasses, face shield): _____ b. Head Protection (e.g., hard hat): _____ c. Hand/Arm Protection (e.g., gloves, gauntlets): _____ d. Foot/Leg Protection (e.g., anti-slip shoes or shoe covers): _____ e. Torso Protection (e.g., apron, lab coat, safety vest): _____ f. Hearing Protection (e.g., ear plugs, ear muffs): _____ g. Electrical Protection (e.g., electrical safety gloves): _____ <p>Explain how to properly wear and care for all PPE. If they need to use respiratory or fall protection, arrange for the required training. The employee will receive specific training and be issued this equipment before they can conduct work that requires it.</p>	
5. Review Departmental/Shop Lockout/Tagout Procedures:	Date:
<p>Hazardous energy sources (e.g., electrical, mechanical, thermal, hydraulic, pneumatic or gravitational) must be disengaged and locked out before working on equipment. Show the employee where lockout equipment is kept and demonstrate how to use it. If they need their own lockout equipment, then issue it to them now.</p>	
6. Schedule Other Safety Training Courses Needed	Date:
<p>Some jobs require additional safety training not covered in Safety Orientation. These courses include but are not limited to the following. Refer to the complete list of safety trainings in Appendix A for all safety trainings available to employees.</p> <ul style="list-style-type: none"> a. Asbestos Awareness _____ b. Blood borne Pathogens: _____ c. Confined Space Entry: _____ d. Hazardous & Universal Waste Management: _____ e. Hot Work Safety: _____ f. Lockout/Tagout Safety: _____ g. Motorized Utility Vehicle: _____ h. Forklift/Aerial Lift Safety: _____ i. Respiratory Protection: _____ j. Ladder, Scaffolding Safety, and Fall Protection: _____ <p>If additional training is needed, contact EHSRM at 468-4442 to schedule.</p>	
7. Other Issues Reviewed	Date:
<p>List any additional topics discussed with the new employee:</p>	

Supervisor Name: _____

Signature: _____ Date: _____

APPENDIX C: SAFETY TRAINING DOCUMENTATION FORM

Stephen F. Austin State University
SAFETY TRAINING Roster

DATE: _____

SUBJECT: _____

TRAINING LOCATION: _____

PRESENTED BY: _____

ATTENDEES' SIGNATURES:

Name (Print)	Signature

APPENDIX D: SAFETY TRAINING SUMMARY & REGULATIONS

Training Course	Training Description	Frequency	Applicable Code, Standard, or Regulation
Initial Safety Training (Prior to Job Assignment)			
<i>Aerial & Scissor Lift Safety</i>	Operating procedures for using aerial lift platforms	Prior to equipment use and re-training every 3 years	OSHA 29 CFR 1926.453
<i>Chematix (chemical inventory)</i>	Inventory management & control of hazardous chemicals	Upon initial employment for select personnel with refresher training upon request.	OSHA 29 CFR 1910.1200
<i>Confined Space Safety</i>	Permit required confined space entry procedures	Prior to entry into or attendance of a confined space or when methods or procedures change	OSHA 29 CFR 1910.146
<i>Eye, Hand, Foot, & Back Safety</i>	Proper use of personal protective equipment. Tips on things to avoid to prevent injury.	Upon initial employment and when job duties or workplace hazards change.	OSHA Compliance, State Office of Risk Management Recommendation, SFA Best Practices
<i>Fire Extinguisher</i>	Fire extinguisher information and operating procedures.	Upon initial employment, included in new employee safety training	OSHA 29 CFR 1910.157
<i>Hazard Communication (Chemical Safety)</i>	Worker Right-to-know regarding chemicals in the workplace	Upon initial employment and when new chemicals are introduced or hazards change	OSHA 29 CFR 1910.1200

<i>Heat Stress Safety</i>	Procedures for protecting employees working outdoors or in other areas of extreme heat	Upon initial employment or prior to a job assignment with occupational risk for heat illness.	29 CFR 1910.132(d) 29 CFR 1926.28 29 CFR 1926.95
<i>Hot Work Safety</i>	Hot work safety and permit procedures.	Prior to hot work involving welding, soldering, or brazing	OSHA 29 CFR 1910.252
<i>Lock Out/Tagout</i>	Procedures for protecting workers from hazardous energy sources.	Prior to conducting work with risk of exposure to hazardous energy sources	OSHA 29 CFR 1910.147
<i>Hearing Conservation-Occupational Noise Exposure</i>	Hearing conservation procedures and program	Prior to conducting work with risk of damage to hearing in loud work environments	OSHA 29 CFR 1910.95
<i>New Employee Safety Training (Welcome Jacks)</i>	Covers fire & life safety procedures and rules, fire extinguishers, chemical safety, & Workers Comp. procedures.	Upon initial employment, included in new employee safety training	OSHA 29 CFR 1910.157 NFPA 1, NFPA 101, NFPA 10 OSHA 29 CFR 1910.1200 Texas Insurance Code Chapter 1305
<i>Ladder & Scaffolding Safety</i>	Procedures and precautions for working on scaffolds, ladders, & other elevated work surfaces	Prior to equipment use (Initial)	OSHA 29 CFR 1910.454

<i>Workers Compensation</i>	Workers compensation program for workplace injuries	Upon initial employment	Texas Insurance Code Chapter 1305
Annual Safety Training			
<i>Asbestos Awareness</i>	Health concerns, and identification of deteriorating building materials that may contain asbestos	Upon initial employment or assignment of task and at least annually thereafter	OSHA 29 CFR 1910.1001
<i>Biological Safety</i>	Biological Safety related to laboratory work with biohazardous agents	Upon initial employment or assignment of task and at least annually thereafter	EPA, OSHA, DOT, IATA,
<i>Blood borne Pathogens</i>	Hazards and precautions for exposure blood or body fluids	Upon initial employment or assignment of task and at least annually thereafter	OSHA 29 CFR 1910.1030
<i>Fire Drills</i>	Procedures for safely exiting a building during a fire alarm activation.	Required at least annually for all residents of housing facilities on campus (dorms)	NFPA 1 NFPA 101
<i>Respiratory Protection</i>	Respiratory protection procedures & proper use of	Upon initial employment or assignment of task and at least annually thereafter	OSHA 29 CFR 1910.134

	respiratory protection equip.		
<i>Spill Prevention Control & Countermeasures (SPCC)</i>	Spill prevention control and countermeasures related to bulk storage of petroleum products of 55 gallons or more.	Upon initial employment or assignment of task and at least annually thereafter	40 CFR 112 EPA
<i>Towing Safety</i>	Procedures for safely connecting and pulling a trailer or other equipment behind a vehicle.	Upon initial employment or assignment of task and at least annually thereafter	SFA Safety Best Practices, State Office of Risk Management Recommendation
Safety Training Required every 3 years			
<i>DOT Training for Hazardous Materials</i>	Department of Transportation Training for Shipping Hazardous Materials	Upon initial employment or assignment of task and at least every three years thereafter	EPA, DOT, TCEQ - 49 CFR 173.22, Hazardous Materials Transportation Act of 1994 amended by Section 1711 of the Homeland Security Act of 2002. Texas Administrative Code Chapter 30 section 335.68
<i>Forklift Safety (Powered Industrial Trucks)</i>	Procedures for the safety use of forklifts	Prior to equipment use and re-training every three years	OSHA 29 CFR 1910.178
<i>Motorized Utility Vehicle (MUV)</i>	Safety & operating procedures for use of utility vehicles.	Upon initial employment or assignment of task and at least every three years thereafter	SFASU Motorized Utility Vehicle Program

<i>Radiation Safety</i>	Radiation, Laser, X-ray Safety	Upon initial employment or assignment of task and at least every three years thereafter	25 TAC 289, NRC 10 CFR and relevant parts, Radiation Safety Manual.
<i>Shipping Biological Materials</i>	Shipping Biological Materials	Prior to shipping any biological material and at least every three years thereafter	EPA, OSHA, DOT, IATA, US Public Health Services
<i>Universal Waste Management</i>	Universal Waste Management (light bulbs, batteries, paint related waste)	Upon initial employment or assignment of task and at least every three years thereafter	RCRA EPA, TCEQ - 40 CFR 273 and specific directives from TCEQ, 30 TAC 335

Safety Training Required every 5 years

<i>Bulb Crusher Training</i>	Management of used light bulbs	Upon initial employment or assignment of task and at least every five years thereafter	Clean Air Act - SIP 40 CFR 52 Subpart SS, Texas - 30 TAC 116.110
<i>Chematix (Chemical Inventory)</i>	Inventory and control of chemicals on campus	Upon initial employment or assignment of task and at least every five years thereafter	EPA OSHA 29 CFR 1910.1200
<i>Hazardous Waste Management- includes Aerosol Can Management</i>	Proper storage, labeling, and disposal of hazardous waste	Upon initial employment or assignment of task and at least every five years thereafter	EPA-RCRA, TCEQ - 40 CFR 260 – 282
<i>Lab Safety</i>	Safety, hazards and risks associated with working in laboratories on campus	Upon initial employment or assignment of task and at least every five years thereafter	29 CFR 1910.1450
<i>Pesticide Safety Training</i>	Proper use, storage, handling, and disposal of pesticides	Upon initial employment or assignment of task and at least every five years thereafter	Federal Insecticide and Fungicide Act - 40 CFR 172