

Revision Responsibility: Vice President for Business Affairs

Responsible Executive Officer: Vice President for Business Affairs

Source/Reference: Health & Safety Manual

TRAINING

Employee safety training programs are utilized to inform individuals of the risks associated with the performance of their tasks and to maintain regulatory compliance. Human Resources administers and maintains records of the college's required safety training programs.

HAZARDOUS CHEMICAL RIGHT TO KNOW LAW

This information is covered thoroughly in chapter 23 therefore suggestion is made to list the General Trainings administer through Human Resources and reference further program description in Section 23. Jason Martin 01/26/2017

DEPARTMENT TRAINING PROGRAMS

All new employees will be informed of the college's Safety and Health Plan and be required to be aware of provisions related to their specific responsibility. In addition to this orientation process, specific job functions may require additional training.

Thus, each division and/or department, as appropriate, will establish a suitable health and safety training program designed to:

1. Instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposures to illness or injury.
2. Instruct employees who are required to handle or use chemicals in their safe handling and use, and make employees aware of the potential hazards, personal hygiene, and personal protective measures required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, the dangers of the environment, how to avoid injury, and the first aid procedures to be used in the event of injury.
4. Instruct all employees required to enter into confined or enclosed spaces as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. The college will comply with all specific regulations that apply to work in dangerous or potentially dangerous areas. "Confined or enclosed

space” means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility, vaults, tunnels, pipelines, and open top spaces more than four (4) feet in depth such as pits, tubs, vaults, and vessels.

5. Lock Out Tag out of electrical systems for affected personnel.

Records of training programs should be forwarded to Human Resources for recording purposes.