



Safety Training Policy

Effective Date: January 25, 2016

Approval: January 25, 2016

Maintenance of Policy: Office of Audit, Risk and Compliance, Department of Environmental Health & Safety

PURPOSE: The purpose of the University of Dayton Safety Training policy is to provide faculty, staff, students and visitors with the knowledge and tools necessary to reduce the risks associated with their work responsibilities. Safety training programs are developed in response to federal, state, and local regulations, accreditation agency requirements and institutional needs.

SCOPE: The University of Dayton (University) is committed to providing a safe and healthy working environment for all members of the campus community. This safety training policy is designed to prevent workplace injuries and illnesses for all faculty, staff, students, volunteers, and visitors. A primary means to achieve this goal is through safety training.

POLICY: It is the policy of the University that all faculty, staff, students, volunteers and visitors who perform work at or for the University, receive appropriate training necessary to protect their health and perform work in a safe and environmentally sound manner. This training must include information regarding job hazards, possible health effects, and required work practices and procedures.

Students who are employed by the University are also required to receive safety training when applicable to their jobs.

Faculty are responsible for student safety training prior to any academically-related activity that has a potential for a safety concern i.e., laboratory work, field trip, internship, field study, etc.

Supervisors, both faculty and staff, have the specific responsibility to see that systems for communicating with employees and students about health and safety matters in their jurisdiction are implemented and maintained.

REFERENCE DOCUMENTS:

1. Appendix A: Safety Training Matrix
2. Minors Policy
3. Laboratory/Technical Area Safety
4. Environmental Health and Safety Policy

POLICY HISTORY:

Approved in Original Form:

January 25, 2016

[Policy continued]:

I. ROLES AND RESPONSIBILITIES

1. Environmental Health & Safety (EHS) are responsible for:

- Assisting in identifying safety training needs.
- Assisting in communicating the requirements to departments, supervisors and managers.
- Monitoring compliance with safety training requirements.
- Providing information on departmental compliance to the safety committees, administration and departments.
- Providing training materials, assistance and programs to address safety requirements.
- Assisting supervisors and managers on how to identify and provide training for specific workplace hazards.

2. Departments are responsible for:

- Working with representatives of EHS and departmental supervisors and managers to identify the training needs for their employees.
- Ensuring that all departmental employees (including student employees) receive the appropriate safety training within established time frames.
- Ensuring that all departmental training records are transmitted to EHS as appropriate.

3. Supervisors are responsible for complying with this Policy and ensuring their students, staff or visitors comply with this Policy. Supervisors are responsible for conducting and documenting the safety training needs assessment or reviewing and approving the assessment if conducted by others. They are also responsible for ensuring their students, staff, or visitors receive the required training.

Supervisors shall enforce the disciplinary action system for employees failing to comply with safety training requirements. If one or more documented reminders of incomplete training are not completed within the prescribed time frame, a written notice to the employee is required. If the required training has not been completed within 30-days, an escalation of notice will go the Department Chair, Dean or Vice President. This system shall be utilized to promote positive health and safety practices.

Supervisors are responsible for:

- Being trained and knowledgeable in the safety and health hazards to which employees, students and visitors i.e., visiting faculty, volunteers, etc. under their direction may be exposed.
- Establishing, implementing and maintaining a system for conducting and documenting the safety training needs assessment.
- Communicating with employees, students and visitors about health and safety matters.
- Providing site-specific or project-specific training for employees, students and visitors to include the specific hazards present in their workplace.
- Requesting assistance with specialized training where needed.
- Ensuring that all employees, students and visiting faculty under their supervision have completed all safety training requirements and receive refresher training as necessary.
- Providing EHS the needs assessment and completed training documentation.

POLICY (continued):

4. Contractors are responsible for:

- Maintaining their own safety training policy and programs and understanding the University specific workplace hazards prior to any contracted work and ensuring all necessary training is completed based on University workplace hazards they will be exposed to.

5. **Faculty, staff, students and visitors** are responsible for participating in any assigned safety training programs provided by EHS and their supervisors. Employees, students and visitors must know the general safety and health rules of the specific site hazards and the safe work practices needed to help control exposure, and the individual's role in all types of emergency situations. They must also be responsible for complying with all University safety policies and procedures.

The Safety Training Program includes both general and site-specific training. At a minimum, the following elements should be included in the training sessions:

- A review of the workplace-specific written safety policies.
- Specific training on the hazards associated with the materials and equipment used by the employee.
- Specific training on how employees are to protect themselves against the hazards in the workplace.
- Recognition and assessment of health and safety risks.
- Regulations applicable to their work.
- Basic information on the location of manuals, safety devices and personal protective equipment.
- Basic procedures to follow in the event of emergencies, especially fires, chemical spills and medical emergencies.

Site Specific hazards should be identified in a training needs assessment.

Before any worker is granted unescorted access to any areas on campus, they shall successfully complete all required safety training.

II. DOCUMENTATION

For training performed by EHS or through the EHS web site, training will be documented at the time training is taken and documentation will be maintained by EHS. Supervisors conducting site-specific training should keep records. These records should be maintained by the department and a copy sent to EHS.

1. **Documented Training: Training records shall include at minimum:**

- The name of the individual trained
- Name of the individual(s) providing the training for instructor-led training
- Date of the training
- Brief description of the training topics covered
- Copies of any written communications

POLICY (continued):

III. UNIVERSITY OF DAYTON TRAINING MATRIX

To assist with identifying specific training requirements, please see the training matrix in Appendix A of this policy.