

1. Purpose

This procedure describes environmental and occupational safety (EOS) training requirements, documentation of training, and training program accountability at Kennesaw State University (KSU or the University).

2. Scope

This procedure applies to KSU employees, faculty, staff, students, and contractors paid by KSU. EOS training includes:

- 1) New employees general safety orientation
- 2) Job-specific training.
- 3) Specialized and compliance training.
- 4) Refresher training.

3. Responsibilities

A. EHS Department

- i. Identifying general and specialized training needs for various classifications of employees and others at the University, based on job tasks and hazards.
- ii. Developing, implementing and monitoring the overall University EOS training program including reviewing this procedure annually and making revisions as needed.
- iii. Developing training plans, coordinating and delivering the EOS training.
- iv. Arranging and providing safety orientation for new employees.
- v. Providing specialized training for faculty, staff and KSU managed contract employees.
- vi. Maintaining a central repository containing records of EOS training conducted throughout the University.

B. Academic and administrative departments

- i. Ensuring that faculty, students, administrators and staff take the required EOS training.
- ii. Providing department-level EOS training for faculty, staff, administrators and students in the department.

- iii. Maintaining records of training conducted by the department and providing copies of records to EHS for the central repository.

C. Human Resources Department

- i. Responsible for referring new employees to the EHS department to ensure they receive appropriate safety orientation training.

4. EOS Training

A. Assessing EOS Training Needs

- i. The EHS Department provides an assessment of training requirements that is based on job responsibilities of faculty, staff, students, and vendors/contractors. This assessment is completed in consultation with the respective managers, supervisors, principal investigators (PIs) of each unit, or others as needed.
- ii. The EHS Department works with HR and unit managers/supervisors to identify job positions or responsibilities that include working in or under high risk conditions. The EHS Department and unit heads may conduct a detailed safety training need assessments to identify specific training needs for persons in these positions.
- iii. Unit managers and supervisors must complete the EHS form titled “Environmental and Occupational (EOS) Safety Training Needs Assessment Questionnaire” (Appendix A) when required.
- iv. EHS training needs must be reassessed whenever a person’s job activities or work environment changes in a manner that may lead to exposure to new hazards.
- v. Managers, supervisors, and PIs must ensure and document that all individuals under their supervision complete the EOS training identified in their individual training needs assessment.

B. New Employee General Safety Orientation

- i. New hires must receive general safety orientation as part of the KSU’s New Employee Orientation. Staff of the EHS Department must coordinate with HR to conduct orientation training at each scheduled new employee orientation session. Each new hire will be provided by the EHS Department with a “New Employee Safety Orientation Checklist” (Appendix B) to take to his/her immediate supervisor or department safety coordinator for the next level of orientation and training.
- ii. Students new to KSU must receive general safety orientation and training as part of new student orientation provided by Student Life. Students are to be instructed on basic awareness of safety matters.

- iii. Employee safety training must be documented; as outlined in the record keeping section of this document.

C. Job-specific Safety Orientation and Training

- i. Each new hire should receive job-specific orientation provided by his/her direct supervisor that covers environmental and occupational safety matters specific to their job and to their working environment as indicated by the New Employee Safety Orientation and Training Checklist (Appendix B)
- ii. Completion of the job-specific orientation must be documented by the supervisor on the New Employee Safety Orientation and Training Checklist (Appendix B). Signed forms are sent to the EHS Department, ATTENTION: EOS Training Manager Campus Mail Drop #002 for inclusion in KSU's central EOS training records repository.

D. Student Training

- i. Students learning, studying, engaging in research, or working in an environment where there is a risk of exposure to chemical, biological, radiological, or physical hazards must receive training by the KSU employee supervising their activities or work .
- ii. As part of that training the department or unit will address safety specific to activities in which the student will be engaged.

E. Compliance Training

- i. In addition to the orientation, the EHS staff may provide and assist departments/units with compliance training to KSU employees whose job responsibilities require this level of training.
- ii. While general training covers EOS topics such as incident investigation, roles and responsibilities, and hazard control, specialized and compliance training covers greater depth on operational risks such as chemical, laser, radiation, electrical, storm water and equipment safety among others.
- iii. The EHS department maintains a matrix outlining general, specialized, and compliance training requirements by job categories, depending on employee roles, responsibilities, and associated EOS hazards.

F. Refresher Training

- i. Refresher training would be required when:
 - a. EOS-related laws, regulations, policies, or best practices change;
 - b. A KSU employee, student, or contractor is involved in an EOS-related incident;
 - c. KSU leadership determines a need for refresher training.

- d. A KSU employee returns from extended period of absence.
- ii. Supervisors should determine refresher training needs for job-specific training.
- iii. Departments or units are responsible for ensuring employees receive refresher training as required.

5. Training Administration

A. Training Delivery

- i. Training may be delivered through various methods including Instructor led classroom sessions, hands-on, video-based, or computer-based training via KSU's online training system.
- ii. EOS subject matter experts will deliver and administer general training while individual departments or units will administer job-specific training.
- iii. The EHS Department may arrange for delivery of specialized training by experts from other areas of the University or external trainers.

B. Updating Training Materials

- i. Training materials should be updated regularly and as necessary to reflect changes in the job-hazards, regulation, policies and procedures.

C. Trainer Qualifications

- i. Persons conducting and signing off on general, specialized, compliance or refresher EOS training must be qualified to conduct in the respective area(s) of training.
- ii. A qualified person is one who possesses sufficient skill and knowledge to which employees are exposed and experience with the EOS information pertinent to the area of training he/she will conduct. The Environmental Health and Safety Department may review trainer's qualifications as needed.
- iii. EHS staff must complete initial and refresher training requirements in order to be qualified and certified to perform their job duties as stated in their job position descriptions

D. Training Documentation Retention and Maintenance

- i. Documentation of employee training must be maintained in accordance with the Records Retention Guidelines as provided by the Board of Regents of the University System of Georgia. Specifically, Series J [27], Police, Security, and Safety requires training documentation to be maintained by the employee's unit.

- ii. Trainers are responsible for completing and submitting the Training Attendance Record (Appendix C) at the completion of a training session. At a minimum, the record of attendance should include the following information:
 - Name of Course
 - Training Date
 - Instructor
 - Venue
 - Participant Information: Name, department, supervisor, and participant signature
- iii. The EHS Department will maintain copies of Training Attendance Record forms in addition to records of general, specialized, or compliance training conducted by the EHS Department in a central database within EHS.

6. EOS Training Program Accountability

A. Reporting

- i. The director of EHS prepares a written annual report on the performance of the EOS Training Program. At a minimum this report is to include:
 - a. An executive summary of the current EOS training program to include progress in meeting goals;
 - b. Training completed by EHS staff;
 - c. Types of EOS training conducted during the year;
 - d. Numbers by responsibility/role of trainers and those trained by EHS;
 - e. Units involved in EOS training;
 - f. Training issues and concerns;
 - g. EHS recommendations on training;
- ii. The report is submitted to the University Safety Council for review and comment, and will provide recommendations and direction as appropriate.
 - a. EOS-related issues and concerns should be provided to KSU vice presidents and shared governance bodies as determined by the council.

Appendix A



Environmental and Occupational Safety Training Needs Assessment Questionnaire

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First Name		Last Name	
Department Name		Supervisor's Name	

Does the employee.....		Yes	No
1	Repair, inspect, adjust, install, service, or clean machinery or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
2	Handle oil in quantities equal to or greater than 55 gallons?	<input type="checkbox"/>	<input type="checkbox"/>
3	Operate a forklift, battery powered pallet jack, or other material handling equipment?	<input type="checkbox"/>	<input type="checkbox"/>
4	Work in Confined Spaces (e.g. manhole, tanks, boiler etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
5	Generate hazardous waste materials?	<input type="checkbox"/>	<input type="checkbox"/>
6	Work with electrically powered equipment over 50 volts where there is a potential for exposure to exposed parts (un-insulated and unguarded) of energized electrical circuits or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
7	Weld, cut or solder with a torch, braze, or grind or supervise a designated hot works area?	<input type="checkbox"/>	<input type="checkbox"/>
8	Work from or supervise those that work from ladders, scaffolding, staging, lifts, or powered platforms?	<input type="checkbox"/>	<input type="checkbox"/>
9	Get involved in planning construction or renovation activities in your department, lab or center?	<input type="checkbox"/>	<input type="checkbox"/>
10	Operate cranes or hoists?	<input type="checkbox"/>	<input type="checkbox"/>
11	Use or supervise those who use potentially hazardous chemicals in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>
12	Use or supervise those who use potentially hazardous chemicals or chemical products in a work place other than laboratory?	<input type="checkbox"/>	<input type="checkbox"/>
13	Use highly toxic substances (e.g. hydrofluoric acid, osmium tetroxide, chlorine gas)?	<input type="checkbox"/>	<input type="checkbox"/>
14	Use regulated substances (e.g. MDA, methylene chloride, formaldehyde)?	<input type="checkbox"/>	<input type="checkbox"/>
15	Use or supervise personnel using radioactive materials, sealed sources of radioactivity or X-ray producing equipment?	<input type="checkbox"/>	<input type="checkbox"/>

16	Work in an area that requires you to wear a respirator?	<input type="checkbox"/>	<input type="checkbox"/>
17	Work outdoors for an average of 4 hours or more in a day?	<input type="checkbox"/>	<input type="checkbox"/>
18	Use a high degree of repetitive motion or excessive lifting, pushing, or pulling?	<input type="checkbox"/>	<input type="checkbox"/>
19	Work with pesticides?	<input type="checkbox"/>	<input type="checkbox"/>
20	Work in an environment where you are exposed to human body fluids?	<input type="checkbox"/>	<input type="checkbox"/>
21	Ship or prepare for shipment potentially hazardous materials (chemical, biological, and radiological)	<input type="checkbox"/>	<input type="checkbox"/>
22	Work with or supervise those who work with class II lasers?	<input type="checkbox"/>	<input type="checkbox"/>
23	Work with or supervise those who work with controlled substances?	<input type="checkbox"/>	<input type="checkbox"/>
24	Expect to drive state owned vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
25	Expect to operate Low Speed Vehicles (Golf Cart)?	<input type="checkbox"/>	<input type="checkbox"/>
26	Expect to manage inventories for chemicals or chemical products?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix B

 Environmental Health & Safety Department	Environmental and Occupational New Employee Safety Orientation & Training Checklist
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Instructions: This form should be completed by the employee's supervisor to document completion of job-specific orientation provided by the department. The supervisor should sign the form and forward it to the EHS Department at ehs@kenesaw.edu

Employee			
First Name		Last Name	
Job Title		Start Date	
Supervisor Name		Department	
Employment Type	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Employee	Employment Category	<input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Temporary

<i>Employee has completed the following safety training topics.....</i>		<i>Yes</i>	<i>No</i>	<i>NA</i>
1	Hazards specific to the job, including hazardous materials, equipment, noise, fire, and other physical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Hazard control measures such as department-specific standard operating procedures (SOPs), acceptable practices, Lock-out/Tag-out, and working after-hours or alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Department-specific emergency procedures, including exit routes, severe weather shelters and equipment/process emergency shutdown procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Access to and proper use of safety equipment including safety showers, fire extinguishers and Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Reporting workplaces incidents and injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Access to Safety Data Sheets (SDSs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signatures				
The items checked above have been explained by my Manager and I understand this information.	<i>Employee's Signature</i>		Date	
I have met with the Employee and discussed the above information with him/her.	<i>Supervisor's Signature</i>		Date	

