

**California Institute of Technology
Facilities Department**

SAFETY TRAINING GUIDELINES

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PURPOSE

Provide Facilities employees with adequate safety training to effectively perform assigned duties and tasks in a safe manner. All Facilities employees shall have training on general and job-specific safety and health practices.

DEFINITIONS

Safety Orientation Training - training for newly hired Facilities employee designed to give the worker contemporary knowledge in general safety topics pertinent to most work places and satisfies most regulatory compliance requirements.

Required Safety Training - safety training that is required for a specific job category or task, as determined by the training matrix, based on the typically encountered potential hazards of that job category or task.

Secondary Safety Training - safety training that may or may not be required for a specific job category or task, as determined by the training matrix, based on occasionally encountered potential hazards of that job category or task which may change based on the many variables relating to the job or task, such as the location of the work, or requirements of a project, etc.

Periodic Retraining - retraining on specific topics that are required by policy or regulation, to be repeated at a set time interval.

Refresher Training - retraining on a specific topic that is not required by policy or regulation to be repeated at a set time interval, but where the worker's supervisor or the EHS representative has determined that a worker, or group of workers, needs the training repeated.

Training Matrix - A training matrix is method that is used to guide Facilities supervisors in the selection of required and secondary training subjects within a certain group of individuals. A training matrix is used to establish what training Facilities employees have received and to determine what they would need to train in future.

INTRODUCTION

All new Facilities employees need to participate in the safety orientation training.

All new Facilities employees and/or current Facilities employees need to complete job-specific training conducted by the employee's immediate supervisor or designee.

All new Facilities employees and/or current Facilities employees need to complete the Required Training Subjects.

Upon completion of training, records will be filed in the department safety training file.

A review of employee safety training will be evaluated periodically by the employees' supervisor.

ROLES AND RESPONSIBILITIES

Facilities Employee's Role

Participate in training;

Follow the processes and procedures that were communicated during training;

Report any problem to their immediate supervisor where training was deficient or incorrect;

Complete all required training.

Facilities Supervisor's role:

Identify training requirements for their employees;

Complete the new hire safety checklist for each new employee;

Ensure staff attends training and complete required training as required;

Provide job-specific training;

Maintain records of department training.

Environment, Health, and Safety (EHS):

EHS shall provide technical assistance, recommendations; conduct safety orientation training, periodic, refresher and training on specific safety training topics.

TRAINING PROCESS

Supervisor's responsibilities **when a new employee is hired and when there is a change in job duties**

Initiate the New Hire Safety Training Checklist

Go through checklist with employee discussing each topic as needed

Use Checklist as a guide for required training and make necessary contacts to schedule desired training

Document training completed.

Track training to determine if retraining or refresher training is needed

Maintain employee's training records and obtain a copy of the training provided by EHS

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| Departmental Safety Coordinator | Conduct safety training on specific safety training topics |
| Employee | Participate in safety trainings as identified by the training matrix |

DETERMINING TRAINING NEEDS

New tasks are assigned for which training has not been previously conducted and present new or different hazards

New hazards are recognized

Whenever new substances, processes, or equipment are introduced to the workplace and represent a new hazard

New regulations or standards are developed that have a training component

The employee demonstrates a lack of understanding of applicable safety policies, procedures, guidance documents or alike

Training will be provided to all supervisors in order to familiarize them with the safety and health hazards to which workers, under their immediate direction and control, may be exposed