

SECTION 3

Safety Training

SECTION 3: SAFETY TRAINING

This section helps you comply with California Occupational Safety and Health Administration (Cal/OSHA) training regulations and provides guidance on training requirements. It will help you create, maintain, and reinforce a safe work environment.

Why is Training Important?

Training plays a role in developing a strong safety culture in which employees promote safe procedures in the workplace. Another important benefit of regularly-scheduled safety training is to serve as a reminder of job-related hazards and how to prevent injuries.

Who is Responsible For Safety Training in My Shop?

All shop employees play important roles in safety training. Outside resources are available, such as Environment, Health & Safety (EH&S) and Risk Management, to provide training expertise not available within the shop itself. Supervisors are responsible for developing and implementing a shop training plan which identifies the training needs of new hires, job-specific training requirements, and the training demands imposed by changing conditions or job duties. Additionally, supervisors must maintain proper documentation of training records for shop employees. Specific responsibilities of supervisors include:

1. Encouraging a safe work culture by modeling and enforcing safe work practices;
2. Completing periodic (quarterly as best practice, semi-annual at a minimum), inspections of shops under their direction, in conjunction with EH&S;
3. Developing safe work procedures, including standard operating procedures (SOPs) and job safety analyses (JSAs). (SOPs/JSAs are essential training tools that communicate hazards and corresponding safe work practices);
4. Providing appropriate safety training and personal protective equipment to employees under their supervision; and
5. Documenting employee training and departmental safety activities.

Employees must be aware of training requirements, attend and participate in the trainings, and follow the safety rules. This includes asking questions when a concept is not understood and implementing the safe work practices learned from training. Specific responsibilities of employees include:

1. Actively participating in all required safety and health training;
2. Asking questions and requesting information relating to job safety whenever needed;
3. Learning about the potential hazards of assigned tasks and work areas; and
4. Observing health- and safety-related signs, posters, warnings, and directions.

EH&S Specialists provide guidance and resources for the overall implementation of training. This includes helping shop supervisors assemble annual training plans, providing resources such as training videos and guides, and conducting certain training sessions. The EH&S Shop Safety Coordinator conducts annual safety inspections and assists shops in meeting all safety codes and regulations required by law.

What Type of Training is Required?

Effective dissemination of safety information is essential for a successful safety program. Supervisors are

responsible for ensuring their employees receive appropriate safety training and for documenting that this training has been provided. Training can be provided through group presentations or by one on one coaching. Group training can be done during existing staff meetings, or by having specific safety meetings, or brief meetings such as “tailgates” at the beginning of the work shift. Attendance at safety training classes and meetings is mandatory.

All shop employees must receive training in general safe work practices as outlined in the Shop Safety Training Matrix in Table 3.1 ([Appendix Y](#)). The general safety training that all shop employees must receive includes the following:

1. Emergency Preparedness/Earthquake Safety Training Guide ([Appendix N](#))
2. Fire Safety Training Guide ([Appendix O](#))
3. Hand Tool Safety Training Guide ([Appendix P](#))
4. Hazard Communication Training Guide ([Appendix Q](#))
5. Hearing Conservation Training Guide ([Appendix R](#))
6. Housekeeping Practices Training Guide ([Appendix S](#))
7. Injury and Illness Prevention Program Training Guide ([Appendix T](#))
8. Lockout/Tagout
9. Personal Protective Equipment (PPE) Training Guide ([Appendix W](#))
10. Portable Power Tool Safety Training Guide ([Appendix V](#))
11. Safe Lifting/Back Injury Prevention Training Guide ([Appendix X](#))

Table 3.1 – Shop Safety Training Matrix

Topic	Frequency Required		
	Upon Hire	As Hazards Change	Annual
General Safety Training Required by all Shop Employees			
Hand Tool Safety	X	X	
Hazard Communication	X	X	
Housekeeping Practices	X	X	
Illness & Injury Preparedness Program (IIPP)	X	X	X
Lockout/Tagout	X		
Personal Protective Equipment	X		
Portable Power Tool Safety	X	X	
Safe Lifting/ Back Injury Prevention	X		
Job-Specific Training			
Asbestos Awareness	X		X
Asbestos Abatement	X		X
Biosafety: Bloodborne Pathogens	X		X
Chemical Fumehood	X	X	
Confined Space Entry	X	X	every two yrs*
Fall Protection	X	X*	every two yrs*
Forklift Operator	X		every three yrs*
Hazardous Waste	X		X
Heat Illness Prevention for Outdoor Workers	X		X*

Topic	Frequency Required		
	Upon Hire	As Hazards Change	Annual
Lab Awareness	X		
Ladder Safety (Appendix U)	X	X	X
Lead Abatement	X		
Power Tool Safety	X	X*	X*
Respirator Training & Fit Test	X		X
Sewage Clean-Up Procedure	X		
Shop Safety and Hazard Awareness	X	X	

Note: Additional trainings may be required by your department.

*As best practice, or per EH&S policy

Job-specific training requirements may differ depending upon job duties. The Shop Safety Training Matrix (Table 3.1) summarizes shop training topics and frequency requirements. Depending on your Campus and Department, the availability and source of training information may vary. Please consult with your EH&S Office to review the availability of training materials and resources.

Shop supervisors must determine the job-specific training required for each shop employee. Additionally, hazard assessments are necessary to determine supplemental training for safety and health hazards not included in the general shop safety training curriculum. Job-specific training also includes complete understanding of operator manuals and/or SOP/JSA for machines and tools used on the job. Additional job-specific training is also required whenever new substances, processes, procedures or equipment are introduced to the workplace, and when new or previously unrecognized hazards become known.

What Type of Training Records Must Be Kept?

The IIPP specifies that all training must be documented. Use the Training Documentation Form ([Appendix M](#)) or equivalent to document group training sessions, such as monthly safety training meetings and “tailgate meetings”. This form includes all the information that safety inspectors and regulatory agencies such as Cal/OSHA will request during an investigation. Use the Employee Safety Training Matrix and Record or equivalent to document training for individual employees ([Appendix Y](#)).

Keep a copy of all safety trainings and records for at least the last five years in your Shop Safety Manual or electronically. If required by your department, send a copy to your human resources specialist or Safety Coordinator.

What Training Resources Are Available?

EH&S provides training resources to simplify the implementation of safety training. Consult with your EH&S Office to access available on-line safety training, videos, job safety analysis information, and to get an update on available instructor led training.

Video Lending Library

Videos or DVDs can be issued to supplement monthly safety talks, and may be available from EH&S. Contact the Campus EH&S Office for more information.

Job Safety Analysis (JSA) Website

JSA's are used to describe how to perform a task step-by-step, any hazards associated with a task, and controls

to mitigate these hazards. JSAs can be used to educate employees on safe practices prior to utilizing equipment. Contact your Campus EH&S Office to discuss developing JSA's or accessing currently available JSA's for your operations.

Training Guides

Training guides are available for general training topics. The guides include a step-by-step presentation guide and specific discussion items. The guides can be found on pages 116-149.

How Do I Establish A Shop Training Program?

Using the Shop Safety Training Matrix (Table 3.1) as a reference, supervisors should take the following steps to establish and implement a shop training plan:

1. Create a training matrix specific for your shop with the EH&S Shop Safety Coordinator.
2. Establish an annual training plan based on your required training matrix.
3. Reference the available materials from EH&S for training topics to be facilitated by the shop.
4. Contact the EH&S Shop Safety Coordinator to schedule training sessions conducted by either EH&S staff or an outside vendor.
5. Use the Training Documentation Form or equivalent in ([Appendix M](#)) to record employee completion of training.
6. At least annually, review the training matrix to be sure it accurately reflects the needs of shop employees.