

## Program Subject: EH&S Training Program

### 1. PURPOSE

- 1.1 To provide faculty, staff, students and visitors with the knowledge and tools necessary to reduce the risks associated with their work responsibilities.
- 1.2 To develop in response to federal, state, and local regulations, accreditation agency requirements and institutional needs.

### 2. SCOPE

- 2.1 The University of Wisconsin-Eau Claire is committed to providing a safe and healthy working environment for all members of the campus community.
  - 2.1.1 Design to prevent workplace injuries and illness for all faculty, staff, students, volunteers, and visitors. The primary means to achieve this goal is through safety training.

### 3. RESPONSIBILITIES

- 3.1 Department of "Risk Management, Safety and Sustainability" (RMSS)
  - 3.1.1 To be responsible for ensuring the development and implementation of this policy.
  - 3.1.2 To provide necessary resources as available to carry out the program.
  - 3.1.3 To oversee the University's Training Program, including development, implementation, and evaluation of the program.
  - 3.1.4 To function as consultants to deans, directors, heads of academic and administrative units, other faculty and staff members, and students in all areas of environmental health and safety.
    - 3.1.4.1 Assisting on general training courses, provided by University departments, to meet regulatory requirements and for injury and illness prevention.
    - 3.1.4.2 Providing technical assistance to supervisors/managers on their job specific training needs and program.
    - 3.1.4.3 Monitoring in compliance with safety training requirements.
  - 3.1.5 To develop and administer the annual Safety Training Program for the University.
    - 3.1.5.1 Update and modify training courses annually as necessary.
  - 3.1.6 To conduct Safety Orientation for new employees.
  - 3.1.7 To present and schedule Safety Training Classes as required by this policy.
  - 3.1.8 To arrange for outside parties to present training when this is advantageous.
  - 3.1.9 To document attendance at all health and safety training.
    - 3.1.9.1 To keep all training rosters in files in the (RMSS) office and updated regularly after each training session.

## Program Subject: EH&S Training Policy

### 3.2 **Departments:** Deans, Department Heads, and Directors

- 3.2.1 To work with (RMSS) staff and departmental supervisors and managers to identify the training needs for their employees.
- 3.2.2 To support safety training for managers and supervisors with their unit that emphasizes health and safety leadership responsibilities.
- 3.2.3 To ensure individuals under their management have the authority and support to implement environmental health and safety policies, practices, and programs.
  - 3.2.3.1 Incorporate supervisor's Safety Training function as part of their performance and progress review.
- 3.2.4 To ensure areas under their management receive the appropriate safety training within established time frames.
  - 3.2.4.1 To provide staff the time to attend required Safety Training.
  - 3.2.4.2 To ensure that all personnel under their supervision have completed all safety training identified by the University as mandatory in a timely manner.

### 3.3 **Supervisors**

- 3.3.1 To ensure their student employees, staff or visitors comply with this policy
- 3.3.2 To ensure employees are trained prior to beginning new tasks
- 3.3.3 To ensure their students, staff, or visitors receive the required training
  - 3.3.3.1 To ensure that all new employees attend the basic safety orientation programs.
  - 3.3.3.2 To ensure staff attend safety training programs and complete required training annually.
- 3.3.4 To enforce the disciplinary action system for employees failing to comply with safety training requirements.
  - 3.3.4.1 If one or more documented reminders of incomplete training are not completed within the prescribed time frames, a written notice to the employee is required.
  - 3.3.4.2 If the required training has not been completed within 30-days, an escalation of notice will go the Department Chair, Dean or Vice President.
- 3.3.5 To ensure that all personnel under their supervision have completed all safety training requirements and receive refresher training as necessary.
- 3.3.6 To ensure that all new or transferred employees unfamiliar with new job assignments are given specific instructions at the time of assignment and that precaution to be taken in connection with the new job or assignment.

### 3.4 **Contractors**

- 3.4.1 To maintain 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.

## Program Subject: EH&S Training Policy

### 3.5 Employees

- 3.5.1 To attend training sessions as required by their Supervisor and the Safety Training Program.
- 3.5.2 To complete all mandatory training identified by the (RMSS) within the time frame allocated.
- 3.5.3 To cooperate with their line manager and Department Chair in respect of any health and safety training that is identified as necessary for the safe performance of their roles.
- 3.5.4 To complete all required safety training.

## 4. PROGRAM COMPONENT

**Online and Classroom Training** – (RMSS) provides online training classes to staff, faculty, and student employees.

- 4.1 To access **SafeCollege/Vector Solution**: <https://uwec-wi.safecolleges.com/admin/main>
- 4.2 To access **Canvas safety training**, perform the following steps:
  - 4.2.1 Login to <https://www.uwec.edu/canvas/>
  - 4.2.2 On the dashboard search for “Safety Training Information”
  - 4.2.3 Click on the “Safety Training Information” and click on the “Modules” on the left-hand column to see a complete list of available courses.
  - 4.2.4 To choose a course, click on the appropriate course from the complete list of available courses and complete the training.
  - 4.2.5 To take a quiz, click on the “Quizzes” on the left-hand column to see a complete list of available quizzes to complete the quiz.

### 4.3 New Employee Training

- 4.3.1 **New Employee(s)** – New Employee Environmental Health and Safety Training is required for every employee (any type of faculty appointment, full, part-time, and temporary staff; student employees, interns, and volunteers) at UW-Eau Claire.
  - 4.3.1.1 Complete New Employee Safety Orientation (NESO), which includes general Safety Training.
    - a. It is recommended that NESO to be completed within 14 working days after hire. Unless the employee has a unique requirement, there is no follow-up safety training beyond NESO.
  - 4.3.1.2 Within one month of starting work at the University, personnel must complete all required safety training associated with their job unless specified elsewhere in other policies.

## Program Subject: EH&S Training Policy

- 4.3.2 **Complete online training** – Complete the training that was assigned to employees by departments through the Canvas training platform.
  - 4.3.2.1 **New Employee Safety Orientation**
    - a. All employees working in physical plant, telecommunications, campus events technical services, theater scene shop, science division shops, art studios, campus safety offices and supervisors.
    - b. All employees working in the science division science labs, health services, nursing, kinesiology, or coaching.
    - c. All employees working in an office or classroom setting. All other staff, faculty, and student employees not listed above must complete this level.
  - 4.3.3 **Complete Job Specific Training** – ensure that training objectives are tailored to specific issues and completed in a timely manner.
    - 4.3.3.1 Employees that have not successfully completed a specific safety training course are not allowed to perform those associated duties unless under direct supervision of someone who has. The safety training courses may include the following:
      - a. Hazard Communication, Electrical Safety Awareness, Lockout/Tagout, Fall Protection, Ladder Safety, Respirator Use and Safety, Lead Safety Awareness Training, Confined Space, Forklift Operator Training, etc.
- 4.4 **Training** – Employees are trained to recognize jobsite hazards and the procedures to follow to minimize these hazards. Training may consist of (but is not limited to) the following:
  - 4.4.1 Individual job/task training, including the applicable regulations/standards for the specific job/task.
  - 4.4.2 Monthly on-going safety training sessions will be conducted to provide information and training on refresher/remedial training in specific areas or meet annual requirements. See **Appendix A**. Campus Safety Training Matrix.
- 4.5 **Late Arrivals**
  - 4.5.1 Attendees arriving more than 10 minutes late to a training will need to repeat the training online to review the safety information they missed.
    - 4.5.1.1 Please plan to arrive on time or a few minutes ahead of time to Safety Training sessions to avoid having to repeat them online.