

UNIVERSITY OF TOLEDO

SUBJECT: SAFETY & HEALTH TRAINING

Procedure No: S-08-003

PROCEDURE STATEMENT

Safety and health training shall be provided to employees and others as necessary.

PURPOSE OF PROCEDURE

Safety training shall be provided to employees in order that they may be better able to protect themselves, patients, students, volunteers and visitors from injuries/exposures and be equipped with the necessary knowledge needed to respond quickly and safely to emergencies that may arise.

PROCEDURE

A. Primary Components

The primary components of the University of Toledo's Safety & Health Training Program shall include, but not be limited to, the following:

1. Basic safety orientation for all new employees:
 - a. fire response training,
 - b. safety management,
 - c. emergency codes/emergency preparedness, management,
 - d. life safety management,
 - e. electrical safety,
 - f. utility systems management,
 - g. radiation safety,
 - h. medical equipment management,
 - i. infection control procedures/University Health,
 - j. crime prevention/security management,
 - k. ergonomics,
 - l. occurrence reporting and accident investigations,
 - m. hazardous materials management.
 - n. risk management
 - o. patient safety
2. Lab safety training for laboratory personnel
 - a. chemical safety & hygiene,
 - b. radiation safety,
 - c. fire response training,
 - d. occurrence reporting,
 - e. waste disposal,
 - f. biohazardous material training,
 - g. spill response,
 - h. medical surveillance/animal care
3. Individuals may also achieve compliance with the above requirements by utilizing the computerized safety test bank accessible from any networked PC.
4. Continuing safety education for all employees from:
 - a. safety training programs and
 - b. department specific training based on the needs and hazards of the particular department/area.

B. Responsibilities of the Chairmen of the Safety & Health Committees:

The Chairmen of the Safety & Health Committees are responsible for the following:

1. Institution-wide safety & health training programs,
2. Safety & health orientation for new employees, and
3. Laboratory safety & health training

C. Responsibilities of Department Heads/Laboratory Directors

Department heads are responsible for ensuring the following:

1. That all new employees attend the basic safety & health orientation programs.
2. That each year all employees in their departments demonstrate proficiency in the following areas as required by applicable regulatory or accrediting agencies (TJC, OSHA): (this can be done by either attending a Safety & Health refresher session or by completing a safety test through the computerized safety test bank.)
 - a. emergency preparedness and response covering Code White, Code Yellow, Code Red, Code Blue, Code Gray, and other areas as appropriate; and
 - b. an overview of basic electrical safety, security management, basic infection control procedures, University Health issues, utility systems, body mechanics, occurrence reporting, radiation safety, chemical safety/hazard communications, and
 - c. laboratory safety & health training if in a laboratory setting.
3. That all employees attend department specific training as needed based on the needs and hazards in their particular department/area.

D. Required Documentation

1. Documentation of annual employee Safety & Health training will be kept by the Safety & Health Department, but it is the departmental manager's/laboratory director's responsibility to formally document safety training.

Source: Safety & Health Committee

Effective Date: 06/08/92

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