

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: SAFETY EDUCATION FOR NON-TRADITIONAL STAFF Procedure No: S-08-044

PROCEDURE STATEMENT

The University of Toledo Health Science Campus (HSC) shall have a plan for the safety training of non-traditional employees; this plan shall include mandatory training activities for those employees.

PURPOSE OF PROCEDURE

To ensure the safety of all persons working on the University of Toledo HSC; to comply with OSHA and Joint Commission (JC) regulations and mandates, and to reduce liability exposures of the institution.

PROCEDURE

"Non-traditional employees", for purposes of this policy, are defined as contract, agency and temporary employees working at the University of Toledo HSC, physicians, and construction workers on the campus for a limited period of time.

All non-traditional employees are required to obtain and wear a University of Toledo HSC ID badge in a clearly visible, unobstructed location. The I.D. badge is available from the Campus Police Department (X2600).

Written safety training materials are available from the Safety & Health Department. Included with these materials is a safety test for non-traditional employees. Department managers, directors, and chairmen can obtain copies of the written materials by contacting the Safety & Health Department (x5069).

It is the responsibility of department managers, directors and contract supervisors to ensure that all non-traditional staff employees who will not be attending the new employee safety orientation held twice monthly are educated on basic safety protocols for the University of Toledo HSC.

Department managers and directors shall then make certain each non-traditional employee successfully completes the "Safety Test for Physicians, Construction Workers, Agency, Contract and Non-Traditional Staff". That document is available by calling the Safety & Health Department at x5069.

The employee's department should retain the completed safety test for its records.

Source: Safety & Health Committee

Effective Date: 8/1/99

Review/Revision Date: 4/10/02

5/1/04

2/1/05

1/18/08