

UNIVERSITY OF TOLEDO

SUBJECT: SAFETY & HEALTH TRAINING

Procedure No: S-08-003

PROCEDURE STATEMENT

Safety and health training shall be provided to employees, students, faculty, contractors and others as necessary.

PURPOSE OF PROCEDURE

Safety training shall be provided to employees in order that they may 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. This training will comply with OSHA, Joint Commission (JC), Ohio Department of Health (ODH), and other authorities' regulations and mandates.

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. Injury and Illness Reporting
 - b. Ergonomics
 - c. Information on Additional Training Requirements (Lab Safety, Biosafety, LASER Safety, Facilities Training, Fleet Safety, etc.)
 - d. Public Safety/Security Programs
 - e. Hazardous Materials Awareness
 - i. Chemical Hazards (Hazard Communication)
 - ii. Biological Hazards (Bloodborne Pathogens)
 - iii. Physical Hazards (Radiation Safety, Electrical, Med Equipment etc.)
 - f. Infection Control Precautions
 - g. Hazardous Waste Procedures
 - h. Emergency Preparedness
2. Individuals may also achieve compliance with the above requirements by utilizing the computerized safety test bank accessible from <https://testbank.utoledo.edu/Public/Login.aspx>.
3. 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 Chairs of the Safety & Health Committees:

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

1. Institution-wide safety & health training programs,
2. Safety and 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 and health orientation programs.
2. That each year, employees in their departments, demonstrate proficiency as required by applicable regulatory or accrediting agencies (TJC, OSHA, OHD).
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 Environmental Health and Radiation Safety Department (EHRS), but it is the departmental manager's/laboratory director's responsibility to formally document safety training.

SAFETY EDUCATION FOR NON-TRADITIONAL STAFF

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

All non-traditional employees are required to obtain and wear a University of Toledo ID badge in a clearly visible, unobstructed location.

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.

Department managers and directors shall then make certain each non-traditional employee successfully completes the appropriate training.

Construction workers are required to view a video through Facilities covering safety and health and infection control.

All records are maintained through the safety test bank with the exception of construction workers which is kept in Facilities Maintenance.

Source: Safety & Health Committee

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