


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-52
Subject:	Departmental Training	Effective Date:	January, 1988
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Departmental specific safety training will be provided on regular routine intervals as needed to ensure the safety of maintenance personnel as it pertains to their specific duties and responsibilities.

Purpose

To ensure adequate and appropriate safety techniques pertaining to the specific duties and responsibilities of department employees.

Procedure

1. All employees must attend the general safety and fire training for new employees and annual retraining sessions, as provided by the Human Resources Department.
2. In addition to the above training, each employee will be trained and annually retrained on specific safety precautions that are inherent to their particular job duties and responsibilities.
3. The scope of departmental specific training will be defined by the supervisor responsible for the employees day to day work activities. Such training activities shall be inclusive of but not be limited to:
 - A. Utility system failure
 - B. Life safety
 - C. Job specific safety/health hazards
 - D. Emergency preparedness
 - E. Operation of equipment and inherent/associated risks
 - F. Changes in department or institutional safety policies.
4. The supervisor of the employees will emphasize developing training sessions with employees that are specific to the duties of the employees. Such training sessions will be itemized in the supervisor's training manual. Each employee will be requested to sign an attendance sheet at each supervisor's training session.
5. Copies of all training documents will be kept in the Work Control Center. All training materials are available to all employees within the department.
6. In addition, Safety Data Sheets (SDS) will be available on line for immediate access.