



CAL STATE FULLERTON

Office of the President

(714) 278-3456 / Fax (714) 278-2649

Date: August 31, 1998

To: Campus Community

From: Milton A. Gordon
President *M.A. Gordon*

Subject: University Policy on Health and Safety Training of Employees and Students

Background

The Office of Environmental Health and Safety (EH&S) holds regular training sessions on a variety of health and safety topics. These training sessions accomplish several purposes. They

- comply with various federal and state environmental, health, and safety laws which dictate mandatory training;
- provide information and awareness that will decrease injuries, illnesses, and worker's compensation costs;
- create an awareness of safety issues and programs on campus;
- improve the employee's work environment and thereby improve employee morale;
- provide an avenue for employee feedback on safety issues.
- avoid expenses the campus might incur, such as fines for violation of laws;

Safety training is not limited to campus employees. It's the responsibility of all campus employees to ensure that students are provided with the same applicable safety information.

Policy

In order to continue to provide university employees with a safe and healthy work environment, it shall be the policy of California State University, Fullerton to require attendance by faculty and staff at certain campus health and safety training sessions. EH&S shall determine, based on job classification and duties, which employees must attend the various sessions and which training sessions are mandatory. This decision shall be based on applicable federal and state health and safety laws, campus injury statistics, and injury and illness prevention program mandates.

Students will be provided with the appropriate safety information relevant to the hazards encountered in each classroom. Faculty, Graduate Assistants and Teaching Assistants will be responsible for providing this information during the

first class meeting and throughout the semester. EH&S will work with Deans and Department Chairs to develop the minimum standards for the courses offered. Compliance with this policy is mandatory.

EH&S shall provide written notification of required attendance to the appropriate employees and their supervisors as early as possible but at least two weeks prior to the training date. The session shall be held during the employee's regularly scheduled work hours. It is the responsibility of the employee's supervisor to adjust the employee's workload so that attendance shall not cause an undue hardship on the employee. If an employee cannot attend due to illness or absence, the supervisor shall notify EH&S so that an alternative time can be established to train the employee.

New employees will receive job specific safety training prior to being assigned to those job duties. Supervisors and department chairs must provide adequate release time to employees for accomplishment of mandatory safety training requirements.

Target date for full implementation of the student safety-training portion of this policy is the 1999 fall semester. Questions concerning this policy can be directed to Sue Fisher, ext. 2507, or Tom Whitfield, ext. 4346.

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