



Safety Training Program

I. Policy

In order to provide university employees, students, and visitors with a safe and healthy environment, it shall be the policy of California State University, Fullerton to require attendance by faculty, staff, and students at certain campus health and safety training sessions. Environmental Health and Safety (EHS) will determine who must attend both recommended and training sessions. This decision shall be based on applicable federal and state health and safety laws, hazard assessment recommendations, campus accident and injury statistics, and injury and illness prevention program mandates.

Students will be provided with the appropriate safety information relevant to the hazards of each class. Faculty, Graduate Assistants, and Teaching Assistants will be responsible for providing this information during the first class meeting and throughout the semester. EHS will work with Deans and Department Chairs to develop the minimum standards for the courses offered. Compliance with this policy is mandatory.

II. Authority

California Code of Regulations: Title 3, Title 8, & Title 22

Code of Federal Regulations: Title 29 & Title 49

III. Scope

Safety training requirements apply to all university employees and students. In addition, the university is committed to provide for the health and safety of visitors and the general public and will apply training as needed for the campus community.

IV. Definitions

Cal/OSHA - California Occupational Safety and Health Administration is the State agency

V. Program Responsibility and Accountability

A. Department

1. Utilize the “Safety Training Matrix” (Appendix A) to identify employees who require specialized training.
2. Request training as necessary. Work with EHS to maintain current training and skills required to perform their job safely. Training requirements may change from time to time.

3. If the use of an off-campus specialized consultant is required for safety training, Departments must request approval of consultant through EHS Safety Training & Development, prior to hiring the consultant. Department must provide funding and/or work with EHS to meet budgetary needs prior to work being agreed upon.
4. Retain copies of training records for 3 years. Records include: employee's name, training date(s), and type of training with outline and instructor/training provider. Send a copy of the records to EHS within 72 hours of training.

B. Environmental Health and Safety (EHS)

1. Develop, implement, and monitor safety-training programs. Make training available as needed.
2. Provide assistance in determining the employee's training requirements.
3. Advise departments of new, updated, or refresher training requirements.
4. Provide notification of required training to the appropriate employees, their managers, and students as necessary.
5. New employees shall complete required safety training within 30 days of employment.
6. Safety Trainer will follow-up with the newly hired employee and/or their management in 30 days. If a new hire employee has gone past the specified time frame without completing required safety trainings, EHS will escalate non-compliance with the employees manager and, if necessary, the AVP or Vice President.
7. Determine the frequency of training as specified by code or by using best management practices.

C. Managers

1. Allow employees adequate time to accomplish mandatory safety training requirements. If needed, adjust the employee's schedule so that attendance shall not cause undue hardship to the employee.
2. If an employee cannot attend due to illness or absence, notify EHS so that an alternative time can be established.
3. Ensure that each employee is trained on the proper department safety procedures, including equipment and policy specific to the hazards of the job.
4. Ensure that all new employees and current employees being assigned new job duties receive general and specific training before assignment on a new job.
5. Ensure that employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace or when previously unrecognized hazards have been reported.

D. Employees

1. Attend all applicable education and training sessions assigned or recommended for your job assignment.
2. Comply with all applicable safety requirements including but not limited to, personal protective equipment, safe operating procedures, and hazard reporting and correction procedures. Failure to comply with established safety rules may be reflected in performance evaluations and may lead to disciplinary action.

V. Program

- A. General Safety Orientation - All new employees to the university receive Campus Health & Safety Requirements as a campus general safety orientation. Faculty members are also provided additional safety orientation material when they attend New Faculty Orientation. Topics reviewed in the orientation programs include the following:
- Defensive Driver
 - Emergency Preparedness
 - Fire Prevention/Protection
 - General Safe Work Practices
 - Hazard Communication
 - Identification and Reporting
 - Reporting Campus Hazards
 - Responsibilities for Safety
 - Safety Emergency Communications
 - Safety Policy
 - Safety Training Topics
 - Smoking Policy
 - University's Injury & Illness Prevention Plan
 - Workplace Violence Prevention
- B. General Safe Work Practices - EHS has developed training programs addressing general-safe work practices. These programs are elements of larger programs. Specific training is developed as needed for specialized department needs. Some general safe work practice training programs are listed below, including but not limited to:
- Aerial Lift Safety
 - Asbestos
 - Back Injury Prevention
 - Biological Safety
 - Cardio-Pulmonary Resuscitation (CPR)
 - Chemical Hygiene
 - Confined Space Entry
 - Defensive Driver
 - Electrical Safety
 - Emergency Preparedness
 - Ergonomics
 - Fire and Life Safety
 - Fire Extinguisher
 - First Aid
 - Forklift Operator Safety
 - Hazard Communication
 - Hazard Identification
 - Hazardous Materials/Waste Management
 - Hearing Conservation
 - Laboratory Safety
 - Lockout/Tagout
 - Radiation Safety
 - Respiratory Protection
 - Small Cart/Utility Cart Safety
 - Van Driver Safety
- C. Specific Safe Work Practices - Specialized training dealing with an employee's unique job assignment must be developed and approved by the Safety Trainer and supervisor.
- D. Online Training - In addition to the traditional classroom training, web-based, online safety training is offered utilizing the campus learning management system managed by the Employee Training Center. This training option allows employees and students to access particular safety training programs using computers. The training is self-paced and easily accessible allowing freedom to complete training on a flexible schedule. Not all topics are available online. Some topics require

additional exercises and/or components to be completed for successful completion. Contact EHS for details.

- E. Notification and Scheduling - EHS will provide notice of required training prior to the training date. Training will be held during employee's regularly scheduled work hrs. If an employee cannot attend at the scheduled time, efforts will be made to reschedule or provide alternate dates for training. However, employees who "no-show" to scheduled trainings will be reported to their managers.
- F. Recordkeeping - All training shall be documented in writing. Topics, participants, and dates shall be recorded in the campus learning management system and kept on file.
- G. Students - Faculty, Graduate Assistants, and Teaching Assistants will be responsible for providing appropriate safety information relevant to the hazards encountered in each classroom during the first class meeting and throughout the semester. EHS will work with Deans and Department Chairs to develop the minimum standards for the courses offered. Compliance with this policy is mandatory.

Appendix A Safety Training Matrix

Responsible Executive: Vice President for Administration and Finance

Responsible Office: Environmental Health and Safety

Originally Issued:

Revised: 5/2021, 4/2022

**Appendix A to CSUF Safety Training Program
Safety Training Matrix**

Job Categories
Electrician
Other Job categories currently under review

Electrician				
Training Requirement	Frequency	Duration	Classroom Trainer	Web Based
Aerial Lift – In-person training to be completed prior to first use. Manager/Supervisor to contact EH&S to coordinate training.	Before Use	4 hr	X	X
Asbestos Awareness	Initial / Annual	1 hr	X	X
Back Injury Prevention	Initial	30 min	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Confined Space Entry	Initial	30 min-1 hour	X	x
CPR/AED/First Aid	Every 2 years	4 - 8 hrs	X	
Defensive Driver + INF 254	Every 4 years	1 hr	X	X
Fall Protection	Initial	1 hr	X	X

Forklift Operator - In person training to be completed prior to first use. Manager/Supervisor to contact EH&S to coordinate training.	Initial / Every 3 years	2 - 4 hrs	X	X
Hazard Communication	Initial	1 hr	X	X
Hearing Conservation	Initial / Annual	30 min	x	x
Heat Illness Prevention	Initial	1 hr	X	x
Injury & Illness Prevention Program (IIPP)	Initial / Every 3 years	1 hr	X	X
Ladder Safety	Before Use	1 hr	X	X
Lead Awareness in General Industry	Initial / Annual	30 min	X	X
Lockout/Tagout	Initial	1 hr	X	X
NFPA 70E - Electrical Safety	Every 3 years	4-8 hrs	X	X
Personal Protective Equipment	Initial	1 hr	X	X
Small Cart/Utility Cart	Every 4 years	1 hr		X