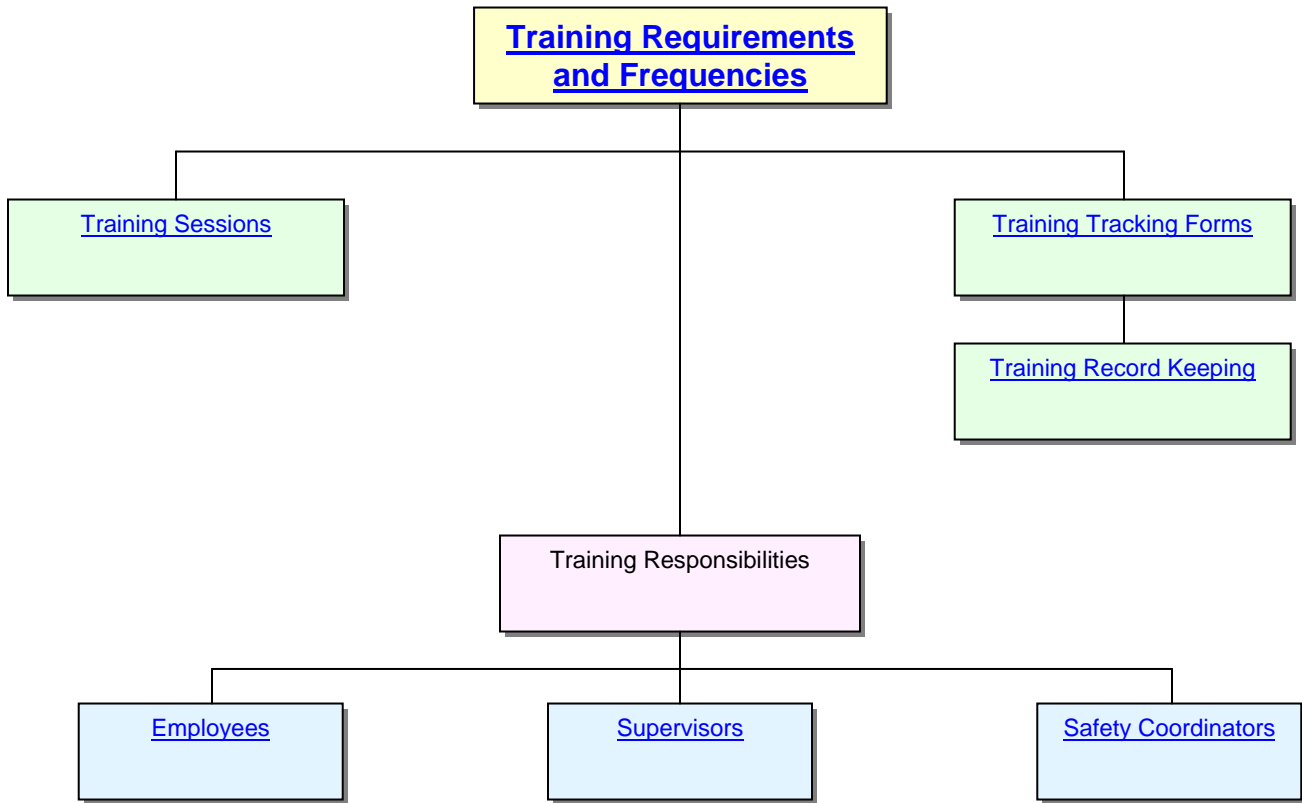


# EMPLOYEE HEALTH AND SAFETY TRAINING



**AGRICULTURE AND NATURAL RESOURCES  
RESEARCH AND EXTENSION CENTER SYSTEM  
POLICY AND PROCEDURES**

**EMPLOYEE HEALTH AND SAFETY TRAINING**

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**ATTACHMENTS**

[Attachment A](#) - Employee Health and Safety Flow Chart

[Attachment B](#) - Example of Health and Safety Training Registration Sheet

[Attachment C](#) - Example of REC Master Employee Health and Safety Training  
Tracking Form

[Attachment D](#) - Example of Individual Employee Health and Safety Training  
Tracking Form

**AGRICULTURE AND NATURAL RESOURCES  
RESEARCH AND EXTENSION CENTER SYSTEM**

**POLICY AND PROCEDURES  
EMPLOYEE HEALTH AND SAFETY TRAINING**

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**I. INTRODUCTION**

As part of routine operational, research, and farming activities, Research and Extension Center (REC) and REC Administrative Office (AO) employees utilize a variety of tools, equipment and machinery, handle diverse substances, and work within differing environments. Certain tools, equipment, machinery, substances, and/or environments may pose threats to employee health and safety due to potential mechanical, electrical, absorbent, atmospheric, or other hazards. In order to prevent injuries and protect employees, regulations have been promulgated at federal, state, and local levels to assure employees are properly trained to perform work-related tasks. Likewise, the University of California has developed policies to accomplish the same goal.

The purpose of this Policy and Procedures document is to delineate the types and frequencies of employee health and safety training and present methods for developing training sessions, identifying employee training needs, documenting the training completed by employees, and describing supervisory and Safety Coordinator responsibilities for employee health and safety training.

**II. POLICY**

The REC AO and RECs are committed to protecting the health and safety of employees. Accordingly, personnel from REC AO and RECs have cooperatively implemented a program to maintain compliance with regulatory programs at the federal, state, and local levels and UC policies for employee training.

**III. SCOPE**

In concurrence with federal, state and local regulatory programs and UC policies, RECs and REC AO have committed to establishing procedures to assure employees are adequately trained to safely perform work-related tasks. This Policy and Procedures describes the types and frequencies of training required for REC and REC AO employees. In addition, mechanisms are presented for identifying employee health and safety training needs, developing employee health and safety training sessions, and documenting the health and safety training completed by employees. Finally, supervisor and Safety Coordinator responsibilities for employee health and safety training are described. A flowchart showing the components of employee health and safety training is presented as [Attachment A](#).

#### IV. EMPLOYEE HEALTH AND SAFETY TRAINING REQUIREMENTS AND FREQUENCIES

Based on State of California regulations, UC policies, and the types of work performed at REC and REC AO, all or portions of the following types and frequencies of health and safety training may be required of employees.

<b>REC AND REC AO EMPLOYEE HEALTH AND SAFETY TRAINING REQUIREMENTS REFERENCE SHEET</b>			
<b>Type of Training</b>	<b>Applicable Regulation(s) or Policy(ies)</b>	<b>Regulation Required Training Frequency(ies)</b>	<b>REC and REC AO Required Training Frequencies</b>
<b>Specific Position-Related Training</b>			
Pesticide Handlers	T3, 6724 (a) & (d)	Initial/Annual	Initial/Annual
Pesticide Training for Fieldworkers Assigned Work in Treated Fields	T3, 6764	Initial /5 Years	Initial/5 Years
Animal Handlers	UCD P&PM 290 -30	Initial	Initial/3 Years
Tree Trimmers	T8, 3421 (d)	Initial/Prior to Assignment	Initial/Prior to Assignment
Repair Shop Hazardous Waste Handlers	T22, 66265.16	Initial/Annual	Initial/Annual
Water Treatment System Operator	T22, 63765	Initial	Continuing education required
Water Distribution Operator	T22, 63770	Initial	Continuing education required
Refrigerant Technician	40CFR Part 82, 608 & 609	Initial	None
<b>General Safety Procedures and Awareness</b>			
Record Keeping and Tracking for Employee Health and Safety Training	T8, 3203 (a)(7)	Initial/Changes	Initial/Changes/Annual
Good Health and Safety Practices Related to Position Tasks	T8, 3203 (a)(2)	Initial	Initial/5 Years
Building Evacuation Plan(s)	T8, 3220 (e)	Initial/Changes	Initial/Changes/5 Years
Injury Illness Prevention Plan (IIPP)	T8, 3203 (a)(7)	Initial/Changes	Initial/Changes/5 Years
Emergency Response Plan	T19, 2428	Initial/Annual	Initial/Annual
Fire Prevention Plan	T8, 3221 (d)	Initial	Initial/5 Years
First Aid	T8, 3400 (b)	Initial/3 Years	Initial/3 Years
<b>Emergency Supplies/Equipment - Location and Use</b>			
First Aid Kits and Equipment	T8, 3400 (b) & 3439	Initial	Initial/5 Years
Eyewash/Showers	T8, 3400 (d)	Initial	Initial/5 Years
Fire Extinguishers	T8, 6151 (g)(2)	Initial/Annual	Initial/Annual
Good Housekeeping	T8, 3273 & 3262	Initial	Initial/5 Years
<b>Field and Office Ergonomics</b>			
Continuous Standing/Sitting	T8, 5110 (b)(3)	Initial	Initial/Changes/5 Years
Bending	T8, 3203 (a)(4) & 5110 (b)(3)	Initial	Initial/Changes/5 Years
Pushing/Pulling	T8, 3203 (a)(4) & 5110 (b)(3)	Initial	Initial/Changes/5 Years
Computer Terminal	T8, 3203 (a)(4) & 5110 (b)(3)	Initial	Initial/Changes/5 Years
Repetitive Motion	T8, 3203 (a)(4) & 5110 (b)(3)	Initial	Initial/Changes/5 Years
Climbing	T8, 3203 (b)(7)	Initial	Initial/Changes/5 Years
Lifting	T8, 3203 (b)(7)	Initial	Initial/Changes/5 Years

<b>REC AND REC AO EMPLOYEE HEALTH AND SAFETY TRAINING REQUIREMENTS REFERENCE SHEET</b>			
<b>Type of Training</b>	<b>Applicable Regulation(s) or Policy(ies)</b>	<b>Regulation Required Training Frequency(ies)</b>	<b>REC and REC AO Required Training Frequencies</b>
<b>REC and REC AO Equipment</b>			
Hand Power Tools	T8, 3203 & 1510	Initial	Initial/Changes/5 Years
Shop Equipment	T8, 3203 & 1510	Initial	Initial/Changes/5 Years
Office Equipment	T8, 3203 & 1510	Initial	Initial/Changes/5 Years
<b>Safety Equipment</b>			
Respiratory Protection	T8, 5441 (k)(3) & (5)	Initial/Changes/Annual	Initial/Changes/Annual
Hearing Conservation	T8, 3908 (a)(4) & 3099	Initial (Annual if >83 dBA)	Initial (Annual if >83 dBA)/ 5 Years
Tyvek/Clothing	T8, 3380 (c) & 3383	Initial	Initial/Changes/5 Years
Safety Shoes	T8, 3380 (c) & 3383	Initial	Initial/Changes/5 Years
Eye protection	T8, 3380 (c) & 3382	Initial	Initial/Changes/5 Years
Gloves	T8, 3380 (c) & 3384	Initial	Initial/Changes/5 Years
Hard Hats	T8, 3380 (c) & 3381	Initial	Initial/Changes/5 Years
<b>REC and REC AO Machinery</b>			
Agricultural Implements	T8, 3441 (a)	Initial/Annual	Initial/Annual
Tractors	T8, 3664 (b)	Initial/Annual	Initial/Annual
Forklifts	T8, 3668 (c) & (d)(2)	Initial/3 Years	Initial/3 Years
Tree or Brush Chippers	T8, 3421 (c)	Initial	Initial/Prior to Use/5 Years
<b>REC and REC AO Vehicle Driver Safety</b>			
Trucks	UC Policy 300-30 II. B. 8. a	Initial	Initial/5 Years
Automobiles	UC Policy 300-30 II. B. 8. a	Initial	Initial/5 Years
Miscellaneous Vehicles	UC Policy 300-30 II. B. 8. a	Initial	Initial/5 Years
<b>Hazard Communication</b>			
Material Safety Data Sheets	T8, 5194 (h)	Initial/New Hazard	Initial/New Hazard/5 Years
Small Quantity Universal Waste Handling	T22, 66273.16	Initial/New Exposure	Initial/New Exposure/ 5 Years
Chemical Hygiene Plan	T8, 5191 (f)	Initial/New Exposure	Initial/New Exposure/ 5 Years
Pesticide Information Series Leaflet A9 - for Working in Treated Fields	T3, 6761 (a)	Prior to Entry	Prior to Entry
Asbestos Notification	T8, 3208 (j)(2) & (7)	Initial/Annual	Initial/Annual
Confined Space Program	T8, 1510 & 5157 (c)	Initial/New Hazard	Initial/New Hazard/5 Years
Lead Paint Notification	T8, 1510 & 5198, 24 CFR Part 35 & 40 CFR Part 745	Initial/New Hazard	Initial/New Hazard
Cotton Dust	T8, 5190 (l)	Initial/Annual	Initial/Annual

**V. EMPLOYEE HEALTH AND SAFETY TRAINING SESSIONS**

- A. Employee health and safety training sessions shall be scheduled by supervisors in cooperation with the REC or REC AO Safety Coordinator.
- B. Employee attendance at health and safety training sessions is mandatory unless excused by a supervisor.

- C. Employee health and safety training sessions shall occur at a frequency that ensures all initial and refresher training is performed in a timely manner in regards to employee work-related responsibilities.
- D. Employee health and safety training sessions may be taught by Safety Coordinators, REC or REC AO staff, or trainers procured from outside the REC or REC AO.
- E. The contents of employee health and safety training sessions shall be developed in collaboration with supervisory input regarding employee-training needs or as otherwise indicated.
- F. The person teaching the training session is responsible for developing a Health and Safety Training Registration Sheet that briefly describes the contents of the training session, lists instructional materials used during the presentation, identifies the session trainer, and provides space for all attendees to sign the sheet.
- G. All employee health and safety training session attendees shall sign and date the Health and Safety Training Registration Sheet to acknowledge and document they understood the contents of the training session.
- H. Health and Safety Training Registration Sheets shall be retained as a record of the training session.
- I. An example of a Health and Safety Training Registration Sheet is presented in [Attachment B](#).

## **VI. EMPLOYEE HEALTH AND SAFETY TRAINING TRACKING FORMS**

- A. Employee health and safety training shall be documented on master tracking forms.
- B. A Master Employee Health and Safety Training Tracking Form shall be derived for each REC through a cooperative effort between REC AO and each REC Safety Coordinator and other REC staff.
- C. Master Employee Health and Safety Training Tracking Forms shall be individualized to each REC and REC AO by incorporating information about the types of equipment, tools, machinery, and vehicles present and tasks performed at specific facilities.
- D. An example of a Master Employee Health and Safety Training Tracking Form is presented in [Attachment C](#).
- E. Master Employee Health and Safety Training Tracking Forms shall be used to derive individualized health and safety training requirements and tracking forms for REC and REC AO employees.
- F. Individualized employee health and safety training tracking forms shall be derived by electronically copying the Master Employees Health and Safety

Training Tracking Form and then deleting items from the master form that are not involved in the work-related tasks of the employee.

- G. Individualized employee health and safety training tracking forms shall initially be compiled by supervisors or other staff, including employees, designated to assist supervisors.
- H. Individualized employee health and safety training tracking forms shall be updated following training sessions and maintained by supervisors or other staff designated to assist supervisors.
- I. Updating of individualized employee health and safety tracking forms shall consist of inserting training session dates into the forms for the type of health and safety training that was given.
- J. An example of an individualized employee training tracking form is presented in [Attachment D](#).

## **VII. EMPLOYEE RESPONSIBILITIES FOR HEALTH AND SAFETY TRAINING**

- A. All REC and REC AO employees shall participate in initial and ongoing health and safety training.
- B. All REC and REC AO employees are responsible for implementing acquired health and safety practices and procedures.
- C. All REC and REC AO employees are responsible for identifying unsafe working conditions or practices.
- D. All REC and REC AO employees are responsible for reporting unsafe working conditions or practices through the hazard alert notification program or by direct communication to either their supervisor or other supervisory staff.
- E. All REC and REC AO employees shall assist, as directed, with compiling their individualized employee health and safety training tracking forms.
- F. All REC and REC AO employees are responsible for identifying deficiencies in their health and safety training due to changes in position tasks and/or acquired skills.
- G. All REC and REC AO employees are responsible for notifying their supervisor of identified health and safety training deficiencies.

## **VIII. SUPERVISOR RESPONSIBILITIES FOR EMPLOYEE HEALTH AND SAFETY TRAINING**

- A. Supervisors are responsible for continually evaluating their employees' health and safety training needs and as working conditions change, collaborating with the Safety Coordinator to assure that their employees expeditiously receive additional or new health and safety training.
- B. Supervisors are responsible for continually assessing whether their employees are properly applying acquired health and safety training skills in their performance of job tasks.
- C. If employees are not properly applying acquired health and safety skills, supervisors are responsible for initiating the appropriate action to rectify the situation.
- D. Supervisors are responsible for evaluating their employee health and safety training status during the performance appraisal process. Performance appraisal shall include both written assessments of employees' routine application of acquired health and safety skills and determinations as to whether employees' acquired health and safety skills will be adequate for job tasks to be performed during the next review period.
- E. If an employee's health and safety skills will not be adequate for job tasks to be performed during the next review period, the supervisor is responsible for assuring the employee receives the appropriate health and safety training.
- F. Supervisors are responsible for assuring employee health and safety training tracking forms are updated at RECs and REC AO. A designee may assist the supervisor with this task.
- G. Supervisors are responsible for assuring that employee health and safety training information is accurately tracked at RECs and REC AO. A designee may assist the supervisor with this task.
- H. Supervisors are responsible for assuring Health and Safety Registration Sheets are completed as part training sessions at RECs and REC AO. A designee may assist the supervisor with this task.
- I. Supervisors are responsible for continually assessing whether appropriate health and safety equipment is on site and available for employee use.
- J. Supervisors are responsible for responding to health and safety questions from REC and REC AO staff.

## **IX. SAFETY COORDINATOR RESPONSIBILITIES FOR EMPLOYEE HEALTH AND SAFETY TRAINING**

- A. Safety Coordinators are responsible for assisting with employee health and safety training at RECs and REC AO.



- B. Safety Coordinators are responsible for continually evaluating the status of employee health and safety training at RECs and REC AO. This includes assessing whether new equipment, tools, machinery, chemicals or substances, or working conditions may require new or additional health and safety training for employees.
- C. Safety Coordinators are responsible for identifying and recommending the acquisition of new or additional REC or REC AO health and safety equipment.

**X. RECORD KEEPING OF EMPLOYEE HEALTH AND SAFETY TRAINING**

- A. Health and Safety Training Registration Sheets shall be retained in the respective REC or REC AO Health and Safety File for a period of no less than three years.
- B. Supervisors are responsible for maintaining Health and Safety Training Registration Sheets in the REC or REC AO Health and Safety File. A designee may assist the Supervisor with this task.
- C. Supervisors are responsible for maintaining current copies of individualized employee health and safety tracking forms in the REC or REC AO Health and Safety File. A designee may assist the Supervisor with this task.
- D. Supervisors are responsible for annually attaching a current copy of the employee's health and safety tracking form to the employee's performance appraisal package for inclusion in the REC or REC AO Personnel File.
- E. Individualized employee health and safety training tracking forms shall be retained as part of the employee's personnel file for the period of employment.

**RESEARCH AND EXTENSION CENTER SYSTEM**

**HEALTH AND SAFETY TRAINING  
REGISTRATION SHEET**

**Training Topic:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_

**Brief Description of Training:**

The policies and procedures for confined space were described, including regulatory definitions for confined space and permit-required confined space. Examples of confined space and permit-required confined space were described. Designated confined and permit-required confined spaces at the REC were identified by showing pictures and verbally describing the spaces. REC and REC AO policies for entering confined and permit-confined spaces were described.

**Instructional Materials Used:**

Training incorporated a Powerpoint presentation.

**ATTENDEE SIGNATURE**

**DATE**

	<b>ATTENDEE SIGNATURE</b>	<b>DATE</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____