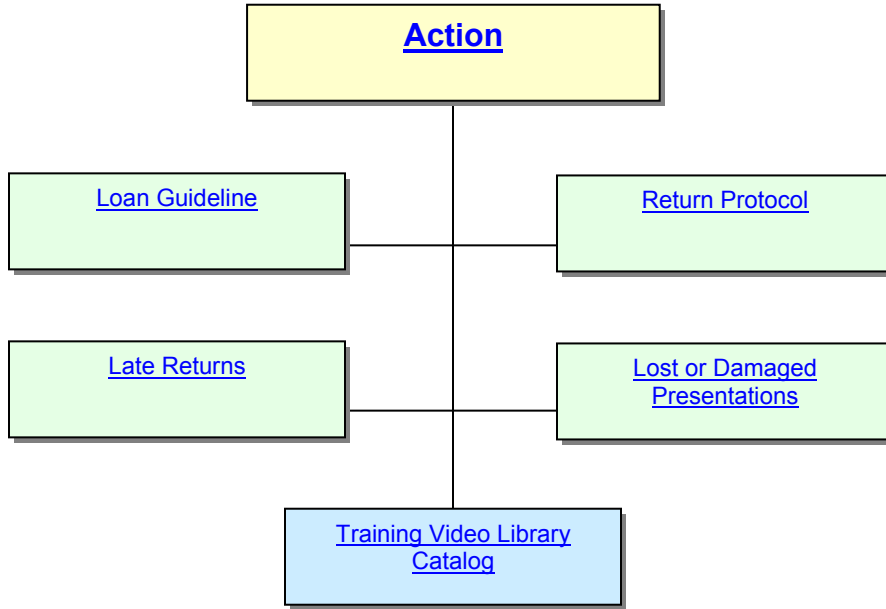


# HEALTH AND SAFETY TRAINING LIBRARY



[Link to the entire Policy & Procedures \(3 pages\)](#)

**AGRICULTURE AND NATURAL RESOURCES  
ENVIRONMENTAL HEALTH & SAFETY  
ADMINISTRATIVE GUIDELINES**

**HEALTH AND SAFETY TRAINING LIBRARY**

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**ATTACHMENTS**

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

[Attachment B](#) - Training Video Library Catalog

[Attachment C](#) - Video Training Request Form

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**I. INTRODUCTION**

As part of routine research, farming, and administrative office activities, Research and Extension Centers (RECs) and Cooperative Extension (CE) offices operate variety of buildings, fields, farming and office machinery, and other equipment. In addition, the RECs are affected by variety of environmental conditions.

The purpose of this Policy and Procedures document is to provide information as part of the ANR Health and Safety Training Program.

**II. POLICY**

The University of California and ANR are committed in providing employees with the most recent and informative health and safety training available. In addition to on-the-job training, employees are given the opportunity to enhance their health and safety knowledge through various training media (e.g., audio/visual presentations, lecture, hands-on training, and publications).

**III. SCOPE**

To provide employees with a well-rounded training program and to support health and safety programs, the ANR Environmental Health & Safety office has developed a safety training library. The library consists of videos and brochures/pamphlets. These materials are available to the RECs and CE offices as a part of their ongoing safety training programs. Training materials encompass various subject matter relating to agriculture, contractors (in general), machinery, carpentry, mechanical, and office equipment. Training materials may also be lent to other state or local agencies or not-for-profit organizations, if available.

**IV. ACTION**

RECs and CE offices are encouraged to take advantage of the library as a tool to support their safety training program. Audio/visual presentations are available in VHS and DVD format. [Attachment B](#), a Training Video Library Catalog, lists the training videos that are available. As budgets allow, the library will be updated. Printed materials are available as supplies last.

- A. Loan Guidelines: A maximum of two audio/visual presentations may be requested at any one time. Presentations are loaned for a maximum of 14 days from time of receipt.

1. Training Material Request Form ([Attachment C](#)) must be completed and returned via email or faxed to REC AO before training materials are issued. The material will be shipped within one to three days upon receipt of the requisition.
  2. If requested training material is not available, the requestor's second choice will be issued. If neither choice is available, the requestor will be notified to make a choice from the material available or be placed on a waiting list.
- B. Return Protocol: Videos are mailed in protective mailers. To guarantee safe return, videos must be packaged to prevent damage.
- C. Late Returns: Due to the large audience this library will serve, returning videos in a timely manner are encouraged. If an extension beyond the 14-day loan period is necessary, it must be requested via the Training Material Request Form ([Attachment C](#)).
- D. Lost or Damaged Presentations: The borrowing facility is responsible for the replacement of lost or damaged videos. A recharge in the amount of the purchase price for replacement will be assessed.