



## **1. Purpose**

This procedure describes environmental and occupational safety (EOS) training requirements, documentation of training, and training program accountability at Kennesaw State University (KSU).

## **2. Scope**

This procedure applies to KSU employees, faculty, staff, students, and contractors paid by KSU. EOS training includes:

- New Employee Safety Orientation
- Job-specific training
- Specialized and compliance training
- Refresher training

## **3. Responsibilities**

### **A. Employees**

Each KSU employee is responsible for:

- Participating in safety training needs assessment, as required.
- Successfully completing all required environmental and occupational safety training, including refresh training.
- Continuing to educate oneself about potential hazards associated with the employee's work environment and seek help as needed.

### **B. Managers, Supervisors, and Principal Investigators**

Managers, supervisors, and Principal Investigators are responsible for:

- Ensuring all employees under their direction successfully complete required environmental health and safety training, including refresher training.
- Providing job-specific safety orientation/training for new employees.
- Determining refresher training needs for employees' job-specific training.
- Completing safety training needs assessments for employees
- Communicating KSU safety-related policies to the employees, students, and visitors.

## **C. Academic and Administrative Departments**

Academic and administrative department responsibilities include:

- Ensuring that faculty, students, administrators, and staff take the required EOS training.
- Providing department-level EOS training for faculty, staff, administrators, and students in the department.
- Maintaining records of training conducted by the department and providing copies of records to EHS for the central repository.

## **D. Environmental Health and Safety Department**

The EHS Department's roles and responsibilities are as follows:

- Identifying general and specialized training needs for various classifications of employees and others at the University, based on job tasks and hazards.
- Developing, implementing, and monitoring the overall University EOS training program, including reviewing this procedure annually and making revisions as needed.
- Developing training plans, and coordinating and delivering the EOS training.
- Arranging and providing safety orientation for new employees.
- Providing specialized training for faculty, staff, and KSU managed contract employees.
- Maintaining a central repository containing records of EOS training conducted throughout the University.

## **E. Human Resources Department**

Human Resources (HR) is responsible for referring new employees to the EHS Department to ensure they receive appropriate safety orientation training.

# **4. Environmental and Occupational Safety Training**

## **A. Assessing Training Needs**

The EHS Department provides an assessment of training requirements that is based on job responsibilities of faculty, staff, students, and vendors/contractors. This assessment is completed in consultation with the respective managers, supervisors, and principal investigators (PIs) of each unit, or others as needed.

The EHS Department works with HR and unit managers and supervisors to identify job positions or responsibilities that include working in or under high-risk conditions. The EHS Department and unit heads may conduct a detailed safety training needs assessment to identify specific training needs for persons in those positions.

Unit managers and supervisors must complete the EHS form titled *Environmental and Occupational Safety Training Needs Assessment Questionnaire* found on the EHS website, when required.

EHS training needs must be reassessed whenever a person's job activities or work environment changes in a manner that may lead to exposure to new hazards.

Managers, supervisors, and PIs must ensure and document that all individuals under their supervision complete the EOS training identified in their individual training needs assessment.

## **B. New Employee Safety Orientation**

New hires must receive general safety orientation as part of the KSU's New Employee Orientation. All new employees are assigned a New Employee Safety Orientation video/courses to be completed within their first 30 days of hire.

Each new hire will be provided by the EHS Department with a *New Employee Safety Orientation Checklist* to take to their immediate supervisor or department safety coordinator for the next level of orientation and training.

Employee safety training is documented as outlined in the recordkeeping section of this document.

## **C. Job-Specific Safety Orientation and Training**

Each new hire should receive job-specific orientation provided by the employee's direct supervisor that covers environmental and occupational safety matters specific to employee's job and to the employee's working environment, as indicated by the *New Employee Safety Orientation and Training Checklist*.

Completion of the job-specific orientation must be documented by the supervisor on the [\*New Employee Safety Orientation and Training Checklist\*](#). Signed forms are sent to the EHS Department at [ehstraining@kennesaw.edu](mailto:ehstraining@kennesaw.edu).

## **D. Student Training**

Students learning, studying, engaging in research, or working in an environment where there is a risk of exposure to chemical, biological, radiological, or physical hazards must receive training by the KSU employee supervising their activities or work. As part of that training the department or unit will address safety specific to activities in which the student will be engaged.

## **E. Compliance Training**

In addition to the orientation, the EHS Staff may provide and assist departments/units with compliance training to KSU employees who job responsibilities require this level of training.

While general training covers EOS topics such as incident investigation, roles and responsibilities, and hazard control, specialized and compliance training covers greater depth on operational risks, such as chemical, radiation, electrical, and equipment safety.

The EHS Department maintains a matrix outlining general, specialized, and compliance training requirements by job categories depending on employee roles, responsibilities, and associated EOS hazards.

## **F. Refresher Training**

Refresher training would be required when:

- EOS-related laws, regulations, policies, or best practices change.
- A KSU employee, student, or contractor is involved in an EOS-related incident.
- KSU leadership determines a need for refresher training.
- A KSU employee returns from extended period of absence.

Supervisor should determine refresher training needs for job-specific training. Departments or units are responsible for ensuring employees receive refresher training as required.

## **5. Training Administration**

### **A. Training Delivery**

Training may be delivered through various methods, including instructor-led classroom sessions or computer-based training via KSU's online training management system (OwlTrain), and may be hands-on or video-based.

EOS subject matter experts will deliver and administer general training while individual departments or units will administer job-specific training. The EHS Department may arrange for delivery of specialized training by experts from other areas of the University or external trainers.

### **B. Updating Training Materials**

Training materials should be updated regularly and as necessary to reflect changes in the job hazard, regulation, policy, or procedure.

### **C. Trainer Qualifications**

Persons conducting and signing off on general, specialized, compliance, or refresher EOS training must be qualified to conduct the respective area(s) of training. A qualified person is one who possesses sufficient skill and knowledge of the hazards to which employees are exposed and experience with the EOS information pertinent to the area of training they will conduct. The EHS Department may review the trainer's qualifications.

EHS Staff must complete initial and refresher training requirements to be qualified and certified to perform their job duties as stated in their job position descriptions.

### **D. Training Documentation Retention and Maintenance**

Documentation of employee training must be maintained in accordance with the [University System of Georgia Records Retention Schedules, Human Resources, Safety Training](#).

Trainers are responsible for completing and submitting the *Training Attendance Record* at the completion of a training session. At a minimum, the record of attendance should include the following information:

- Name of Course
- Training Date
- Instructor
- Venue
- Participant Information (name, department, supervisor, and participant signature)

The EHS Department will maintain copies of *Training Attendance Record* forms in addition to records of general, specialized, or compliance training conducted by the EHS Department in a central database within EHS. Records of training will be maintained by the employee's unit.

## **6. Environmental and Occupational Safety Training Program Accountability**

### **A. Reporting**

The director of EHS prepares a written annual report on the performance of the EOS Training Program. At a minimum this report is to include:

- An executive summary of the current EOS training program to include progress in meeting goals.
- Training completed by EHS Staff.
- Types of EOS training conducted during the year.
- Numbers by responsibility/role of trainers and those trained by EHS.
- Units involved in EOS training.
- Training issues and concerns.
- EHS recommendations on training.

The report is submitted to the University Safety Council for review and comment and will provide recommendations and direction as appropriate. EOS-related issues and concerns should be provided to KSU vice presidents and shared governance bodies as determined by the council.