

7.0 SAFETY TRAINING

7.1 General Information

Safety training is necessary in order to educate employees and students on the safe and proper way to perform tasks and conduct activities. This training can be provided in a number of ways ranging from the distribution of information to formal courses taught by experienced professionals in a given area of safety. Safety training teaches employees and students to:

- Identify hazardous conditions that may exist in a given activity.
- Learn how to operate equipment and machinery in a safe manner.
- Protect them from harm while performing a task or activity.
- Think about how a particular task or activity can injure them.
- Mentally review procedures and processes regularly and avoid doing these dangerously.

Training shall be incorporated into all parts of the University's safety program. For example, the main objective of a low-risk job safety meeting on Proper Lifting Techniques (see section 6.51) is to train attendees on the safe way to prevent back injuries when lifting things. However, formal training sessions may be necessary for the following:

- New employee (or graduate assistant) safety training to be given during the appropriate orientation session.
- Basic and/or Advanced DSC training as described in section 7.3.
- Training associated with a Job Safety Analysis as outlined in section 5.
- Blood borne pathogen training to as outlined in section 12.3
- Defensive driving training to be given to all drivers every three years as outlined in section 18.4
- Safe water vessel training to be given to University water vessel operators as outlined in section 19.4
- Forklift operator training to be given to applicable maintenance employees as outlined in section 18.4
- Asbestos awareness training to be given to all maintenance employees as required by law.

- Hazardous Communication (HAZCOM) training for employees that handle hazardous materials.

7.2 Persons Responsible for Safety Training

All University employees are responsible for their own personal safety. Every employee is responsible for understanding how to safely perform tasks or operate equipment associated with his or her specific job. If an employee does not understand (or is not sure) how to perform a task, then it is his or her personal responsibility to inquire about safety training.

Supervisors must also take an active role in the training of employees within their supervision. Good leadership in this requires an active role in observing employees and their work habits. Whenever a supervisor observes an employee working in a dangerous manner, they (the supervisors) are responsible for initiating corrective training immediately.

7.3 Approved Training Courses

ORM Training Courses

The Louisiana Office of Risk Management (ORM) offers a multitude of training courses online free of charge for any state employee. These can be accessed at:

http://www.laorm.com/vl_policy.html

Other Training Courses

These courses are taught by either University personnel or others specifically trained in the course topic. They are typically offered on an as needed basis. ORM approved training courses of the same topic can be substituted for any of these. Employees that have received similar training from outside sources may be exempt from these courses. To schedule this safety training, please call the EH & S office at 482-5357 or check the EH&S website at <http://www.safety.louisiana.edu>.

NEW EMPLOYEE ORIENTATION TRAINING: During this training session, the EH&S director is given time to introduce the EH & S office and distribute the Quick Reference Packet (see section 1.4). This packet contains information on emergency preparedness, campus safety rules, driving a motor vehicle on state business, and accident procedures. Also discussed is the University's Violence in the Workplace Policy, the University Employee Drug Testing Policy, and some basic information on Bloodborne Pathogens.

DEPARTMENTAL SAFETY COORDINATOR COURSE: This is required for all DSC personnel. Offered at least once yearly, this course includes sessions on the Quick Reference Guide (see section 1.4), Building Safety Inspections (see section 3), Accident Investigations (see section 4), and Safety Meetings (see section 6). Information in these sessions pertains to ORM compliance requirements and EH&S policies. Refresher training is required when policy or procedure changes occur that warrant it.

CPR AND EMERGENCY FIRST AID: This course is offered and encouraged for all DSC personnel (especially those representing high-risk employees – see section 6.3) and other safety related personnel. This course is taught by certified instructors at the Marine Survival Training Center and is offered monthly free of charge for all University employees.

DEFENSIVE DRIVER TRAINING COURSE: This is required for any employee or student who must drive a motor vehicle for university business. This course must be retaken every three years and is administered by the EH&S office. See section 18 for more information on this course.

WATER VESSEL OPERATOR TRAINING COURSE: This is required for any employee who must operate a boat as part of their job duties. This course must be retaken every three years and is administered by the Louisiana Department of Wildlife and Fisheries. See section 19 for more information on this course.

BLOODBORNE PATHOGEN TRAINING COURSE: This is required for any employees who, as part of their job duties, are exposed to bloodborne pathogens. Typically, this course is designed to accommodate custodial, janitorial, and athletic training personnel. Bloodborne pathogens training is offered regularly by the EH&S office. See section 12 for more information on this course.

ASBESTOS AWARENESS TRAINING COURSE: This is required for any maintenance employee (Facility Management and Housing included) who, as part of their regular job duties, is exposed to asbestos containing material (ACM). This course teaches University employees to identify sources of ACM, ways of preventing exposure, ways to abate small quantities of ACM safely, and how to understand the University's Asbestos Management Plan (see section 20.5). The course must be retaken every three years and is administered by the EH&S office.

PANDEMIC FLU AWARENESS AND PLANNING: This course is taken by all University employees. This course includes a 26 minute training video that outlines what influenza is, what a pandemic is, the University's pandemic preparedness plan, and some healthy lifestyle tips and information for employees to establish their own personal preparedness plan.

FORKLIFT OPERATOR TRAINING: This course is offered by the Facility Management Department, and includes both classroom and "hands-on" activities with a

forklift. The course must be retaken every three years and is administered by the EH&S office.

HAZARD COMMUNICATION COURSE: This is offered for any employee who works with chemicals in a laboratory or occupational setting. This course is administered by the EH&S office.