



Safety Training Program

Responsible Executive:
Vice President for Administration and
Finance
Responsible Office:
Environmental Health and Safety
Originally Issued: 5/97
Revised: 08/03, 08/07, 02/2012ce

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 mandatory 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

University Policy on Health and Safety Training for Employees and Students: Letter from President Gordon

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 that protects workers from safety hazards through regulations, safety programs, inspections, and consultative assistance.

V. 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. .
3. 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 hrs. of training.

B. 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 supervisors and students as necessary
5. Determine the frequency of training as specified by code or by using best management practices.

C. Supervisor

1. Allow employees adequate time to accomplish mandatory safety training requirements. If needed, adjust the employee's schedule so that attendance shall not cause an undue hardship on 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. Employee

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.

VI. 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 Extinguishers

First Aid
Forklift Operator Safety
Hazard Communication
Hazard Identification
Hazardous Materials/Waste
Management
Hearing Conservation
Laboratory Safety
Lockout/Tagout/Blockout
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 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 in EHS.
- 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.

Attachment: Appendix A, Safety Training Matrix

Appendix A to the CSUF Safety Training Program
Safety Training Matrix

Job Categories
Administrative or Academic Personnel
Animal Care Worker
Art/Theater Personnel
Athletic Trainer, Student Trainers
Auto Shop Mechanic
Bldg. Service Engineer; Refrigeration Mechanic
Chem.\Bio. \ Physics Technician
Clinical Lab Technologist I, II
Custodian
Diver\Diving Instructor
Electrician
Engineering, Geology Technician
Food Services
Inventory Clerks, Warehouse Workers
Irrigation Specialist
Laboratory Personnel
Landscape Specialist
Office Worker
Painter
Pesticide Applicator\Nursery Technician
Physical Therapist
Physician
Plumber
Police Officer
Radiation Workers
RN I, II, III, Nurse Practitioner
Skilled Laborer; Building Maintenance; Carpenter
Tree Trimmers

Skilled Laborer; Building Maintenance; Carpenter; Electrician

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Aerial Lift w/equipment evaluation*	Every 3 years	Varies	X	X
Asbestos Awareness	Annual	1 hr	X	X
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Confined Space Entry w/hands-on*	Initial + exercise Every 3 years. Designated employees only	2 hr	X	
CPR/First Aid	Every 2 years	6 hrs	X	
Defensive Driver	Every 4 years	2 hrs	X	X
Excavation, Trenching and Shoring	As needed/ designated employees only	Varies	X	X
Fall Protection w/hands-on*	Annual/designated	1 hr	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation w/exam	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Lead Awareness	Annual	2 hrs	X	
Lockout/Blockout/Tagout	Every 3 years	1 hr	X	X
Respiratory Protection	Annual/designated Employees only	1 ½ hrs	X	X
Small Cart/Utility Cart	Every 4 years	1 hr	X	X

Auto Shop Mechanic

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver	Every 4 years	2.5 hrs	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation w/exam	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	
Lockout/Blockout/Tagout	Every 3 years	1 hr	X	X
Small Cart/Utility Cart	Every 4 years	1 hr	X	X

Plumber

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Asbestos Awareness	Annual	1 hr	X	X
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Confined Space Entry w/hands-on*	Initial + exercise Every 3 years	2 hr	X	
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Excavation, Trenching and Shoring	As needed/designated employees only	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation w/exam	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Lockout/Blockout/Tagout	Every 3 years	1 hr	X	X
Respiratory Protection	Annual/designated employees	1 ½ hrs	X	X
Small Cart/Utility Cart	Every 4 years	1 hr	X	X

Painter

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Asbestos Awareness	Annual	½ hr	X	X
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Lead Awareness	Annual	2 hrs	X	
Respiratory Protection	Annual	1 ½ hrs	X	X

Bldg. Service Engineer; Refrigeration Mechanic

Training Requirement	Frequency	Duration	CLASSROOM TRAINER	WEB BASED
Asbestos Awareness	Annual	½ hr	X	X
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Confined Space Entry w/hands-on*	Initial + exercise Every 3 years	2 hr	X	
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Fall Protection w/hands-on*	Annual/designated employees only	1 hr	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation w/exam	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Lockout/Blockout/Tagout	Every 3 years	1 hr	X	X
Respiratory Protection	Annual/designated employees	1 ½ hrs	X	X

Custodian				
Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Bloodborne Pathogens/ Blood Spill Cleanup	Annual	1 hr	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Ladder Safety	Annual	1 hr	X	X
Propane Buffer	Annual/designated employees only	1 hr	X	
Small Cart/Utility Cart	Every 4 years	1 hr	X	X

Irrigation Specialist				
Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Lockout/Blockout/Tagout	Every 3 years	1 hr	X	X
Back Injury Prevention	As needed	As needed	X	X
Excavation, Trenching and Shoring	As needed/designated employees only	Varies	X	X
Confined Space Entry w/hands-on*	Initial + exercise Every 3 years	2 hr	X	
Heat Illness Prevention	Annual	0.5 hrs	X	

Landscape Specialist				
Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Excavation, Trenching and Shoring	As needed/designated employees only	Varies	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Small Cart Training	Every 3 years	0.5 hrs	X	X

Pesticide Applicator\Nursery Technician

Training Requirement	Frequency	Duration	CLASSROOM TRAINER	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	
Ladder Safety	Annual	1 hr	X	X
Pesticide Applicator Training	Annual	2 hrs	X	
Respiratory Protection	Annual/designated employees only	1 ½ hrs	X	X
Small Cart/Utility Cart	Every 3 years	0.5 hrs	X	X

Tree Trimmers

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Aerial Lift w/equipment evaluation*	Every 3 years	Varies	X	X
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Fall Protection w/hands-on*	Annual/designated employees only	1 hr	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Ladder Safety	Annual	1 hr	X	X

Inventory Clerks, Warehouse Workers

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Forklift Operator w/equipment evaluation*	Every 3 years	Varies	X	X
Hazard Communication	Annual	1 hr	X	X
Heat Illness Prevention	Annual	0.5 hrs	X	X
Small Cart/Utility Cart	Every 3 years	1 hr	X	X

Administrative or Academic Personnel/Office Worker

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Office Safety/Ergonomics	Every 3 years	1 hr	X	X

Laboratory Personnel/Chemistry\Biology\Physics Technician

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Bloodborne Pathogens	Annual	1 hr	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Laboratory Safety	Initial + annual refresher	Varies	X	X

Food Services

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Food Safety for Managers	Every 5 years	8 hrs	X	
Hazard Communication	Annual	1 hr	X	X
Small Cart/Utility Cart	Every 3 years	1 hr	X	X

Animal Care Worker

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Bloodborne Pathogens	Annual	1 hr	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Laboratory Safety	Initial + annual refresher	Varies	X	X

Art/Theater Personnel

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Aerial Lift w/equipment evaluation*	Every 3 years	Varies	X	X
Back Injury Prevention	As needed	As needed	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver	Every 4 years	1 ½ hrs	X	X
Fall Protection w/hands-on*	Annual/designated employees only	1 hr	X	X
Hazard Communication	Annual	1 hr	X	X
Ladder Safety	Annual	1 hr	X	X
Personal Protective Equipment	Every 3 years or as needed	1 hr	X	X
Respiratory Protection	Annual/designated employees only	1 ½ hrs	X	X

Physician/RN I, II, III, Nurse Practitioner/Clinical Lab Tech. I, II

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Bloodborne Pathogens	Annual	1 hr	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Professional CPR	Every year	4 hrs	X	

Diver\Diving Instructor

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
CPR/First Aid	Every 2 years	8 hrs	X	
Defensive Driver	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X

Physical Therapist/Athletic Trainer, Student Trainers

Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Bloodborne Pathogens	Annual	1 hr	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
CPR/First Aid	Every 2 years	8 hrs	X	
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Small Cart /Utility Cart	Every 3 years	.5 hrs	X	X

Engineering, Geology Technician				
Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X

Police Officer				
Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Back Injury Prevention	As needed	As needed	X	X
Bloodborne Pathogens	Annual	1 hr	X	X
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Hearing Conservation	Annual	1 hr	X	X
Professional CPR	Every year	4 hrs	X	
Respiratory Protection	Annual	1 hr	X	X

Radiation Worker				
Training Requirement	Frequency	Duration	CLASSROOM TRAINING	WEB BASED
Campus Health & Safety Requirements	Every 5 years	1 ½ hrs	X	X
Defensive Driver Requirements	Every 4 years	1 ½ hrs	X	X
Hazard Communication	Annual	1 hr	X	X
Laboratory Safety	Initial + annual refresher	Varies	X	X
Personal Protective Equipment	Every 3 years or as needed	1 hr	X	X
Radiation Safety	Every 3 years	Varies		

For additional information call
657.278.7233 (S-A-F-E)