

## Environmental Health and Safety Training Checklist

New employees, or continuing employees who are assuming new job duties, *must complete applicable health and/or safety training before performing certain tasks*. The following information outlines important guidelines and training opportunities provided by the Environmental Health and Safety (EHS) department at BGSU.

### Resources

All employees are **required** to review the following:

**Emergency Procedure:** Bowling Green State University emergency procedures

**General Office Fire Safety:** 10 Things to Know about Fire Safety

**Injury and Illness Reporting:** Policy on what is required to be reported and how

A **free** service for all employees:

The EHS department provides ergonomic workstation assessments upon request. This entails providing guidance on proper positioning of computer workstation equipment, office chair adjustments, and recommendations on additional equipment that may be needed. We also provide task based assessments unrelated to computer usage and provide guidance where needed. Call EHS to schedule an appointment.

### Job Specific Training

The EHS department provides training on many topics including but not limited to:

Accident Investigation for Supervisors	Confined Spaces	Lockout/Tagout
Arc Flash	Electrical Safety	Mobile Elevated Work Platforms
Asbestos Awareness	Fall Protection	Mold Prevention and Remediation
Back Safety	Hazardous Materials Communication	Personal Protective Equipment
Ballast Safety	Hearing Conservation	Powered Industrial Trucks (forklifts)
Bloodborne Pathogens	Laboratory Safety	Radiation Safety
Bucket Trucks	Ladder Safety	Respiratory Protection
Chemical and Radioactive Awareness	Laser Safety	Silica Exposure Prevention & Control

In most cases, training requirements are linked to job titles in a Learning Management System (LMS). Employees whose job titles/duties require EHS training, will be notified of these requirements via email (will come from “BGSU Training” or “BGSU Learning”). Some requirements can be met online and others through in-class instruction.

If you or a member of your team are not receiving these emails but feel you should, please contact the EHS department and we will help determine your training needs.

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