

Environmental Health and Safety Procedures 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 checklist outlines some issues of concern and training opportunities provided by Environmental Health and Safety at BGSU. Refer to your job description or contact Environmental Health and Safety (372-2171) for advice in selecting a relevant topic or to enroll in a specific training program.

- Powered Industrial Truck:** Operators of powered industrial trucks must be trained and certified before operating the truck. Supervisors should schedule training with Environmental Health and Safety two weeks prior to using powered industrial trucks.
- Personal Protective Equipment (PPE):** If a job hazard assessment has been completed and PPE is specified as necessary in order to perform work duties safely, the employee must receive PPE training prior to beginning work. Depending on the specific job requirement, such training will be provided either by the individual's supervisor or by Environmental Health and Safety.
- Confined Space Entry:** If a job requires entry into a confined space, the employee must complete appropriate training before entering such space or assisting others who do so. Environmental Health and Safety should be contacted two weeks prior to the start of work to schedule this training.
- Lockout/Tagout (LO/TO):** Any employee who must use LO/TO procedures to perform a job must be certified before beginning work. Training and certification in LO/TO procedures can be provided by certain departmental supervisors or by the Environmental Health and Safety. Arrangements for such training should be made two weeks prior to beginning work.
- Laboratory Safety/Chemical Hygiene:** Employees working in laboratories where chemicals are used are required to complete training requirements of BGSU's Laboratory Safety/Chemical Hygiene Plan. Contact Environmental Health and Safety to arrange the first level of training. Supervisors provide laboratory-specific training.
- Radiation Safety:** Under the terms of BGSU's radioactive materials license, certified training is required of all employees who use radioactive materials or radiation generating equipment. Contact Environmental Health and Safety for training prior to using radioactive materials or radiation generating equipment.
- Laser Safety:** Operators of lasers or laser systems classified as Class 3b or 4 by the American National Standards Institute must undergo certified safety training prior to working with such systems. Contact Environmental Health and Safety for training prior to using lasers or laser systems.

- **Hazard Communication:** Employees working with hazardous chemicals are required to complete the training requirements of BGSU's Hazard Communication Program. This involves informing and training employees on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Employees who work in chemical laboratories are exempt from this program but must follow requirements of the Laboratory Safety/Chemical Hygiene plan noted above.
- **Asbestos 2-Hour Awareness:** A two hour asbestos awareness training program is required for all Facilities Services employees and other employees who come into contact with asbestos-containing materials but do not disturb the materials.
- **Respiratory Protection:** Employees who are routinely exposed to chemicals as a consequence of their job are required to be included in BGSU's Respiratory Protection Program and must comply with all program requirements. Contact Environmental Health and Safety to arrange medical exams, fit testing, and training for new employees.
- **Hearing Conservation:** Employees who are routinely exposed to excessive noise as a result of their job duties are required to be included in BGSU's Hearing Conservation Program and comply with all applicable requirements of this program.
- **Hazardous Waste:** Employees responsible for the collection, storage, labeling, disposal, or other activities associated with hazardous waste in chemical laboratories or other applicable settings, should receive training in hazardous waste management. New employees should utilize existing departmental training. Otherwise, supervisors should contact Environmental Health and Safety to arrange for training.
- **Bloodborne Pathogens:** Employees who routinely come into contact with blood or other body fluids in the performance of their required job duties should receive training in bloodborne pathogens. New employees should utilize existing departmental training. Otherwise, supervisors should contact Environmental Health and Safety to arrange for training.
- **Food Protection:** For employees who handle food products as part of their job responsibilities should utilize departmental training. Otherwise, supervisors should contact Environmental Health and Safety to arrange for training.