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 checklist outlines important safety guidelines and training opportunities provided by Environmental Health and Safety at BGSU.

Informational Resources for all Employees

All Employees are required to review the following:

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

Reporting Safety Hazards: Employee Rights and Responsibilities

Emergency Procedure Poster: Bowling Green State University Emergency Procedures

Emergency Management and Response: Links to Department of Public Safety’s website

Job Specific Training

Refer to your job description or contact Environmental Health and Safety (372-2171) for advice in selecting a relevant topic. To register for In-Class Training or view our schedule, click on the class link below.

Asbestos Awareness: An asbestos awareness training program is required for all who perform housekeeping and maintenance duties or have the potential of disturbing asbestos-containing materials.

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.

Confined Space Entry: If a job requires entry into a confined space i.e. tunnels, pipe chases, pits, manholes, etc. the employee must complete appropriate training before entering such spaces or assisting others who do so.

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.

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**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.

**Hearing Conservation:** Employees who are routinely exposed to excessive noise (i.e. Campus Operations, Grounds Dept.) 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.

**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.

**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.

**Lockout/Tagout (LO/TO):** Any employee who must use LO/TO procedures to perform a job must be trained before beginning work. LO/TO procedures are used to de-energize and lock equipment to prevent accidental start up while performing repairs and preventive maintenance work.

**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.

**Powered Industrial Truck:** Operators of powered industrial trucks (i.e. forklifts) must be trained and certified before operating the truck. Supervisors should schedule training with Environmental Health and Safety.

**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.

**Respiratory Protection:** Employees who are over exposed to chemicals and/or particles as a result 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.

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