

Safety Training

DEPARTMENTAL TRAINING

University supervisors are responsible for providing initial safety training and periodically reviewing applicable safety procedures with University employees. The Safety Orientation Checklist may be used as a guide for this purpose.

Training Resources

Supervisors and trainers may obtain training aids from the following sources:

- Videos, films, and slide programs on numerous safety topics directly from the Department of Public Safety and the Department of Environmental Health and Safety (EH&S).
- Posters and audio-visual safety training aids from the State of Washington Department of Labor and Industries. A catalog is available at EH&S.
- Audio-visual materials from WSU Academic Media Services. See *BPPM* 80.13.
- Direct purchase from non-WSU vendors. Contact Public Safety or EH&S for assistance.

General Training Topics

All employees are to receive the following training within the employing department:

- Back injury prevention and ergonomics
- Prevention of slips and falls
- Employee Emergency plans
- Fire prevention
- Fire extinguisher operation (required annually)
- Use and care of personal protective equipment, as applicable
- Office safety (see *SPPM* 2.78)
- Asbestos awareness training

Contact EH&S for assistance with identifying appropriate training resources.

2.18.2

Revised 12-17

Environmental Health and Safety

509-335-3041

Public Safety

509-335-8548

Safety Training

Specific Training Topics

Employees who work under specified conditions are to receive training as required by the indicated state of Washington (WAC) and/or SPPM reference. Contact Public Safety, EH&S, or the applicable campus office for specific information. Enter all safety training received on a Safety Orientation Checklist. Specific work situations and applicable references are shown in *Table 1*.

Table 1

Training Description	WAC	SPPM	Training
Bloodborne pathogen protection	296-823		EH&S
Confined space entry	296-809-200	3.32	EH&S
Crane operation	296-24-23529		EH&S
Flagging and traffic control	296-155-305		Public Safety
Forklift and powered material handling equipment operation	296-806-420		EH&S
Hazardous chemicals (Hazard communication)	296-62-07310, 296-828-20005, 296-841-20020, 296-901	5.10, 5.12	EH&S
Hazardous chemicals (Laboratory safety)	296-828-200	4.14	EH&S
Hazardous material handling	See WAC references for acetylene, anhydrous ammonia, oxygen, flammable liquids, compressed gases, hydrogen, LP gases, nitrous oxide, spray finishing and spraying operations.		EH&S
Hearing conservation	296-817-200	3.21	EH&S
Lockout/tagout (Control of sources of hazardous energy)	296-803-600, 296-24-975, 296-24-980	3.68	EH&S
Machine safety	296-806-46510		EH&S
Motor vehicle trucks	296-865		Public Safety
Multipiece rim wheels	296-864		EH&S
Operation and maintenance of power presses	296-806-455, -45540		EH&S
Outdoor heat exposure	296-62-09005	3.44	EH&S

Safety Training

Table 1 (cont.)

Training Description	WAC	SPPM	Training
Pesticide safety	296-307-12040	<i>BPPM</i> 45.69, <i>SPPM</i> 5.12	EH&S, WA State Pest Management Resource Svc.
Powder-actuated tools	296-807-150		EH&S
Powered lawn mowers	296-807-160		EH&S
Respiratory protective equipment	296-842	3.24	EH&S
Scaffolding	296-874-20004	3.34	EH&S
Tractors	296-307-08018		EH&S
Use of ladders	296-876-400, -700	3.34	EH&S
Welding equipment	296-24-68201		EH&S
Working from elevated surfaces (fall restraint and fall arrest)	296-155-24605, -24613, -24614, 296-869-500	3.34	EH&S

SAFETY TRAINING

Public Safety and EH&S provide safety training on a regular basis.

Other departments, e.g., WSU Spokane Laboratory Services, provide specific safety training as described below.

General Classes

EH&S

EH&S conducts or coordinates the following general classes at no cost to departments:

- Safety committee representative training
- Supervisory safety training
- Ladder safety
- Forklift safety
- Lock-out tag-out
- Laboratory safety

NOTE: Laboratory Services provides laboratory safety training to WSU Spokane personnel; telephone 509-358-7629.

Safety Training

Public Safety

Public Safety conducts or coordinates the following general classes at no cost to departments:

- Hostile intruder training
- Flagging and traffic control
- Fire extinguishers

First Aid Classes

See *SPPM 2.40* regarding first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training classes.

Training Documentation

Departments are responsible for maintaining training documentation in accordance with University records retention requirements. See *BPPM 90.01*.

Recurring Training Requirements

Departments are responsible for ensuring that employee completion of recurring training requirements is current and up-to-date.