

## Chapter 2

### TRAINING AND EDUCATION

#### 2.1 TRAINING AND EDUCATION GOALS

Safety education and training programs have been established to motivate and train employees in recognition, avoidance, and prevention of unsafe acts and unsafe conditions while performing assigned tasks.

#### 2.2 SAFETY ORIENTATION

Safety orientation includes general information about safety. All newly hired employees shall be given an orientation to make them aware of the importance of safety and their responsibility for maintaining a safe work environment. Appropriate safety personnel or designated person shall conduct safety orientations within ten (10) working days of employment. Safety orientation presents general information about safety policies, safety procedures, rules and regulations, and safety awareness. Document **Safety Orientation** in Learning Curve using **Course Number ST-09-0197**.

#### 2.3 JOB SPECIFIC SAFETY TRAINING

2.3.1 All newly hired, reassigned, or promoted employees shall be given a job specific safety training to ensure complete understanding of their job functions and the Department's safety policies and procedures including job-specific safety instructions. The employee's immediate supervisor shall conduct job specific safety training within five (5) working days of employment, reassignment, or promotion.

2.3.2 Job specific safety training will not be required when an employee is reassigned and/or promoted to a position where he or she has undergone the training while in the previous position.

2.3.3.1 Upon completion of the **Job Specific Safety Training, Form No. 500-000-16**, must be completed and signed by the employee, with a copy placed in the unit file.

#### 2.4 TRAINING

The Unit Manager/Cost Center Manager shall ensure that safety training is provided to all employees for specific tasks or operations described in **Chapter 12**. The Unit Manager/Cost Center Manager shall ensure that employees attend and complete required safety training. All safety training shall be documented in Learning Curve.

## **2.5 FORMS**

The following form are available from the Department's Form Library:

Form No. 500-000-16, Job Specific Safety Training.