Section 8	Health and Safety	02/15/95	-Originated
Subject 8.1	Preventive, Occupational and Environmental Medicine	11/14/06	-Reviewed w/ changes - Reviewed w/o changes
Policy 8.1.12	**Safety Training**	Health & Safety Services - Author	

Safety Training

Policy

All employees, students, contract workers and volunteers shall participate in and complete safety training appropriate to their work environment and employment duties. Such training shall be repeated on a basis deemed necessary by UTMB Human Resources, Environmental Health and Safety (EHS), and departmental requirements to improve safety at UTMB, increase safety awareness in work areas and meet requirements set forth by the National Fire Protection Association (NFPA), the Joint Commission on Accreditation for Healthcare Organizations (JCAHO), Texas Regulations for Control of Radiation, College of American Pathologists, Hazard Communication Act of the State of Texas, and other applicable agencies and regulations. Required training includes, but is not limited to:

- **Employee Training**: Newly hired and re-hired UTMB employees shall participate in a general safety program during New Employee Orientation.
- **Student Training**: Students shall participate in a general safety program provided through student orientation in the appropriate department. In addition, residents and students working in patient care areas may be required to participate in additional training.
- **High Risk Situation Training**: EHS may require the establishment and maintenance of site specific, in-depth safety training programs for employees and students working in specifically identified areas.

Training Documentation Criteria

Documentation of training shall be kept for each employee, faculty, student, and contract worker. Such documents shall be updated on a regular basis and additional trainings required.

Documentation of safety training must contain:

- Name of trainee
- Date of training
- Title and length of program
- Instructor's name

Additional information may be kept as appropriate. The department or school shall maintain records appropriate for each trainee.

Monitoring Compliance

Compliance with this policy shall be monitored by the following UTMB committees:

- The Biological Safety Committee
- The Chemical Safety Committee
- The Radiation Safety Committee
- The General Safety Committee
  - General occupational safety
  - Other specific training not covered by other committees

Information regarding the training guidelines established by these committees may be obtained by contacting EHS.

Questions regarding required training or concerning new training for specific areas may be directed to EHS.

References

IHOP Policy, 6.4.1 Mandatory Education & Training for UTMB's Workforce