

Institutional Handbook of Operating Procedures
Policy 08.01.12

Section: Health and Safety	Responsible Vice President: Executive Vice President of Business and Finance
Subject: Preventive, Occupational, and Environmental Medicine	Responsible Entity: Health & Safety Services

I. Title
Safety Training

II. 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), Department of Biosafety (DOB), 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 (TJC), 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.

III. 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 & UTMB ID# 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.

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

- The Institutional Biosafety 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](#).

V. Related UTMB Policies and Procedures

[IHOP - 03.05.04 - Mandatory Education and Training for UTMB Workforce](#)

VI. Dates Approved or Amended

<i>Originated: 2/15/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
11/14/2006	
	11/21/2016
	01/13/2020
06/21/2023	

VII. Contact Information

Environmental Health & Safety
(409) 474-0515