

Safety Training Checklist for New College Employees

The enclosed checklist is intended to assist College supervisors in providing required safety training to new staff members. Supervisors are required to present and explain each item on the checklist to each new employee. The training checklist consists of three parts:

Part 1: Injury and Illness Prevention Program

The Injury and Illness Prevention Program (IIPP) establishes responsibilities and procedures for recognizing hazards in the College, reporting observed hazards, abating hazards in a timely manner, conducting workplace safety inspections and providing training to employees. All employees must be trained on the structure of the IIPP, including individual responsibilities under the program and availability of the written IIPP program. Initial IIPP training also includes how to report unsafe conditions, how to access the College Safety Committees and where to obtain information on workplace safety and health issues. Completion of Part 1 of the enclosed checklist satisfies the initial IIPP training requirement.

Part 2: Hazard Communication Program

The Hazard Communication Program establishes responsibilities and procedures for the proper handling of hazardous chemicals in the College. Initial training involves increasing the employee's awareness of workplace chemicals and their potential health effects, safe work practices and emergency response procedures. Completion of Part 2 of the enclosed checklist satisfies the initial Hazard Communication training requirement.

Part 3: The Emergency Response Program

All employees must be aware of the proper procedures to follow in the event of an emergency such as a fire, chemical spill or earthquake. Training in the emergency response program is satisfied by the new employee signing that they have read the section in the "Who Does It! Where To Find It! How To Do It Safely! Part 3 of the checklist serves as a review of the most important information relating to emergency response and must be completed by all new employees.

While conducting the initial training, please have a copy of the College Health and Safety Manual and the "Who Does It!..." booklet available. Several of the checklist items specifically refer to sections in these documents.

All new employees must complete all parts of the enclosed checklists within 1 month of their initial assignment date. Upon completion of all parts, please fill out and ask the new employee to sign the record of safety training form (last page attached). Retain the original in your safety records and forward a copy to Michael Kumpf (mailbox in 410 Latimer Hall).



Part 1: Checklist for Conducting Initial Training for the Injury and Illness Prevention Program (IIPP)

1. Explain the purpose of the Injury and Illness Prevention Program

The IIPP establishes who is responsible for various safety activities and provides and framework for identifying, communicating and correcting workplace hazards in the College.

2. Explain the applicability of the IIPP

The IIPP is a general safety program that applies to all work activities in the College. All persons (faculty, staff or students) employed by the College of Chemistry fall under the IIPP program, regardless of job function or the type of work being performed.

3. Inform the employee about the Cal-OSHA regulation that requires we have an IIPP.

The California Occupational Safety and Health Administration (Cal-OSHA) requires that the College have an Injury and Illness Prevention Program. The regulations that mandate the IIPP can be found in Title 8 of the California Code of Regulations, Section 3203 (8CCR3203). ccEHS&S will provide a copy of the regulations to any employee on request.

4. Discuss the location and availability of the College's written IIPP.

There is a written plan for the Injury and Illness Prevention Program. All employees must have easy access to the written plan. The written plan is available in Section 3 of the College of Chemistry Health and Safety Manual. It is also available from the supervisor and is posted on the internet. Emphasize that all new employees should read the written IIPP. The written IIPP is reevaluated annually by the College.

5. Discuss the supervisor's responsibilities under the College's IIPP.

Supervisors must:

Conduct regular safety meetings with their staff. Coordinate periodic safety inspections of the workplace Provide safety training Provide and enforce the use of personal protective equipment when necessary Promptly correct workplace hazards Encourage staff to report hazards and injuries Model and enforce safety work practices

6. Discuss the employee's responsibilities under the College's IIPP

Each employee must:

Report unsafe conditions to supervisor and co-workers
Participate in safety meetings and safety training sessions
Use and maintain personal protective equipment as necessary
Follow all safe work practices and procedures
Observe all health & safety related signs, postings, warnings, tags, etc.
Report injuries to supervisor



7. Explain the procedures for reporting hazards
 - A. Observed hazards are to be reported to the supervisor. The supervisor is then responsible for abating the hazard.
 - B. The "Employee/Student Report of Unsafe Condition or Hazard" form can be submitted to ccEHS&S by placing it in the drop box outside of 317 Lewis Hall. These forms are available in Section 9 of the College of Chemistry Health and Safety Manual. The supervisor should show this form to the employee(s) at this time.
8. Explain the methods used to communicate the presence of hazards and to determine ways of preventing injuries

The presence of a hazard in the College is typically communicated in a number of different ways:

- A. Hazards/Safety concerns may be brought forth in safety meetings
 - B. Information about chemical hazards is available in Material Safety Data Sheets. If applicable, the supervisor should inform the employee about the locations of MSDSs that apply to the workplace.
 - C. Safe Operating Procedures are developed by the supervisor for specific activities.
 - D. Equipment user manuals provide specific safety information for use of a particular piece of equipment or tool.
 - E. ccEHS&S and Campus EH&S publish guidelines and fact sheets on a variety of safety topics. Refer to Section 7 of the College of Chemistry Health and Safety Manual.
9. Explain the methods used to correct hazards

Supervisors are responsible for correcting workplace hazards which have been brought to their attention. Typically supervisors will work with employees and/or ccEHS&S and Campus EH&S to rectify hazards which have been identified before work is to resume. Typical correction methods include:

Tagging unsafe or damaged equipment
Stopping work until the situation can be evaluated
Barricading a hazardous work area

10. Discuss the safety committees that have been established in the College

Two Safety Committees have been established:

- A. The Facilities Committee. This is an executive committee that addresses safety issues primarily involving buildings and renovations.
- B. The ccEHS&S Committee. This committee's main charge is injury and illness prevention in the



College. The committee analyses injuries that have occurred and recommends ways of preventing reoccurrence to supervisors and management. The committee also addresses safety issues that have been brought forth by supervisors and employees and evaluates safety training activities in the College. The CCEHS&S Committee also reviews the College of Chemistry Health and Safety Manual on an annual basis.

11. Explain the safety training requirements under the IIPP

The provision of safety training to employees is a critical element of the Injury and Illness Prevention Program. The IIPP training program includes:

- A. Initial training on IIPP program elements for new employees
- B. Supervisors provide training for specific hazards on the job. This may include:

- Shop tool/equipment use
- Back care, body mechanics and proper lifting techniques
- Asbestos & lead hazard awareness
- Computer workstation ergonomics
- Fire prevention techniques
- Lock out Tag out procedures
- Methods of minimizing exposure to chemicals used on the job
- Emergency preparedness and response procedures

- C. Safety training is required whenever:

- New substances, processes, etc. enter the workplace
- Reassignment of personnel to a different unit
- Awareness of a new hazard in the workplace

- D. Training must always be documented. Forms in Section 9 of the College of Chemistry Health and Safety Manual are to be used for documentation.



Part 2: Checklist for Conducting Initial Training for the Hazard Communication Program

1. Explain the purpose of the Hazard Communication Program ("HazCom")

The HazCom Program applies to hazardous chemicals used or present in the College of Chemistry. Its purpose is to ensure that employees are aware of the hazards associated with the chemicals that are used or stored in College workplaces and are knowledgeable about methods of minimizing exposure to these chemicals.

The Hazard Communication Program is often referred to as "Worker Right to Know"

The Cal-OSHA regulations that requires we have a Hazard Communication Program is found in Title 8 of the California Code of Regulations, Section 5194 (8CCR5194). ccEHS&S will provide a copy of these regulations to any employee on request.

2. Explain the scope of the Hazardous Communication Program

Chemical product manufacturers must assess the hazards of the substances they produce. Distributors of these products must transmit this hazard information to employers. Employers must provide this information to their employees.

The College provides this information by means of the HazCom Program, labeling chemicals and equipment that contain hazardous chemicals, training employees and by providing access to Material Safety Data Sheets (MSDS).

3. Explain which types of chemicals are covered under the HazCom Program and which are not.

The College's HazCom Program applies to the use of all chemicals and chemical products known to be present in College workspaces and which employees may be exposed under normal use conditions or in a foreseeable emergency. Typical chemicals used in the College include solvents, machine oils, adhesives, chemicals reagents, cleaning agents, floor strippers, paints and varnishes, compressed gases, inks, copier toners, etc.

Products which **are not covered** under the HazCom program include:

Consumer products (i.e. Windex or "409" cleaner) Hazardous waste, Tobacco products, Wood, Cosmetics and perfume, Articles (items used in the manufacturer of other items, such as a welding rod)

4. Discuss the location and availability of the College's written Hazard Communication Program..

There is a written plan for the Hazardous Communication Program. All employees must have easy access to the written plan. The written plan is available in Section 4 of the College of Chemistry Health and Safety Manual. It is also available from the supervisor and is posted on the internet.



Emphasize that all new employees should read the written Hazardous Communication Program.

5. Discuss the supervisor's responsibilities under the College's HazCom Program.

Supervisors must:

Ensure a written Hazard Communication Program is available

Ensure MSDS's are readily available

Ensure all chemicals are labeled (in English)

Ensure that all secondary containers are labeled:

1. Name of Chemical(s)

2. Statement of Hazard (i.e. Corrosive, causes serious skin burns)

Maintain an accurate list of chemicals in each workplace

Provide hazard communication training to employees including product specific training and training for non-routine tasks that involve exposure to or use of new chemicals.

6. Explain the safety training requirements under the HazCom Program

College employees are provided with information and training on hazardous chemicals in their workplace at the time of initial assignment and whenever a new hazard is introduced to the work area.

Supervisors provide the following training to their staff:

Requirements of the Hazard Communication Program

(this initial training checklist covers this)

Identification/recognition of an operation involving hazardous substances

Methods and observations that may be used to detect the presence or release of a hazardous substance

Physical and health hazards associated with a hazardous substance

Measures that can be taken to protect against exposure

7. Explain the role of Material Safety Data Sheets and chemical labels in the HazCom program.

The College relies on hazard assessments performed by the chemical manufacturer or distributor for all commercially obtained chemicals. This information is available on chemical labels and in MSDS sheets.

Training on specific hazards for specific chemicals should include going over the MSDS with the employee. The MSDS will explain:

Name and Address of Manufacturer (Also emergency response telephone numbers)



The hazardous ingredient(s) present in the chemical product

Physical properties of the chemical (i.e. boiling point, vapor pressure, warning properties)

Fire and Explosion information (i.e. will this material ignite and under what conditions)

Health Hazard Information

This section describes health effects associated with overexposure to the chemical. This may include the acute (immediate) and chronic (long-term) health effects of overexposure. The section also describes whether the chemical is a known or suspect carcinogen (causes cancer).

Reactivity Information (i.e. will the chemical react with other chemicals)

Spill or Leak Procedures (i.e. what to do if the material is spilled).

MSDS are available from the following sources:

- A. Supervisor
- B. 305 Lewis Hall
- C. Internet: <http://ucmsds.chemwatchna.com>



Part 3: Checklist for Conducting Initial Training for the College Emergency Response Program

1. Explain the purpose of having an emergency response program in the College

The purpose of the College's emergency response program is to minimize the impact of emergency events (e.g. fire, earthquake) by quickly directing appropriate resources to the scene of the incident and, when necessary, assisting and supporting the activities of Campus and/or City of Berkeley emergency responders.

2. Remind the employee about the role of Section 10 in the Health & Safety Manual.

The safety section is the principle source of emergency response information for the College of Chemistry. Upon entering the College, each new employee must sign that they read and understand the information presented in this section. Supervisors should remind employees of this obligation and encourage new employees to re-read this section and review it annually.

3. Inform the employee about the Emergency Action Directors and Safety Monitors in the College.

Under the direction of Michael Kumpf, Director of EHS&S, Emergency Action Directors (EADs) are a group of College volunteers who facilitate activities during an emergency. The EADs are responsible for facilitating the arrival of emergency response personnel and resources to the site of an emergency. The EAD group can be activated 24 hours/day, 7 days/week by calling 2-9090 from a campus phone. The current list of EAD personnel is available in the appendices of Section 10, page 10-19.

Safety Monitors are also College volunteers who assist the EADs with building evacuations and provide information to the EADs regarding the status of a particular area in the College. Each employee should be familiar with their particular safety monitor and should report any emergency information to this person (i.e. the location of an injured co-worker). The list of Safety Monitors by area in the College is available in the appendices of Section 10, page 10-19.

Supervisors should refer to this page during the training to ensure the new employee knows the name of the safety monitor for the area where he/she works.

4. Review the Emergency Communication Summary Sheet (first page in Who Does It... and Section 10 of the H&S Manual)
5. Review the Emergency Assembly Areas related to your building.

The Emergency Assembly Areas are the location that all College employees should go in the event of a catastrophic emergency. The College Emergency Action Directors and Safety Monitors will assemble here to gather and communicate critical information such as the status of our buildings and occupant needs to the Emergency Operations Center for the campus. More details about response to catastrophic emergencies including the campus wide protocol can be found in Section 10 of the H&S Manual.

6. Inform the employee about emergency preparedness by referencing the Section 10 appendices.

FEMA, OES and other emergency planning agency recommendations are referenced for preparedness at work and at home.



CHECKLIST FOR CONDUCTING INITIAL TRAINING

Record of Safety Training

Date: _____

By signing below I certify that my supervisor, _____
went over in detail with me the contents of the safety training checklists on Injury
and Illness Prevention Program, Hazard Communication and Emergency Response.

I am also certifying that my supervisor provided me with an opportunity to ask
questions during the training session and that I have a good understanding of the
material presented.

Name of Employee: _____

Employee's Signature: _____

Supervisor's Signature: _____

