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## Training Requirements Policy

University of Maine System

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## Training Requirements Policy

### General

The University's ultimate concern is that workers receive training to perform their assigned duties safely. This is achieved through initial training, annual refresher training, on-the-job training, and informational programs that are required in various standards and policies. Supervisors must assess the training needs of workers on an ongoing basis and adjust both training schedules and training topics accordingly.

UMS Safety Management (SM) training is designed to meet many different federal, state, and local regulatory requirements.

### Regulatory Guidance

- The University of Maine System, Board of Trustees *Environmental and Safety Policy*
- The University of Maine System, Administrative Practice Letter Section II-E, *Environmental and Safety Management System*

### Requirements

All employees of the University of Maine System are required to participate in safety training. Employees include: Faculty, Staff, Graduate Students, Post Docs, and Student Employees (including Work-Study students, Teaching Assistants, Resident Directors, and any other person who receives pay or compensation for work performed). Students and Volunteers are provided with safety information as necessary to safely perform assigned tasks.

**Safety training** includes:

- Basic Safety Training (All employees, required annually).
- Department Annual Safety Training (All employees, required annually). This training is provided by the area supervisor to all employees, and includes the following minimum requirements:
  - Fire Prevention Plans and Emergency Action Plans;
  - Area-Specific Hazards related to Job Tasks within the Work Area (e.g., noise, machinery, electricity, falls, repetitive motion, lifting, biohazards, asbestos, and lead);
  - Chemical Hazards and Materials Safety Data Sheets; and
  - Use and Limitations of Personal Protective Equipment.

*Retraining is required at least annually and required whenever a written program changes or if an employee demonstrates that training was not understood (i.e., fails to follow safety precautions).*

- Specialized Safety Training (Depending on Job Tasks) Examples of Specialized Safety Training include Computer Workstations, Confined Space Entry, Bloodborne Pathogens, Lockout/Tagout, Hazardous Waste, Radiation, Laser, Respirators, Chemical Spill Training, etc. A comprehensive list of required Specialized Safety Training is located on the SM Training webpage and on the last page of the Department Annual Safety Training Record.
- Recommended Training includes programs for which there are not current specific regulatory requirements, but which may clarify or aid employees in the performance of their required duties.
  - Some recommended safety training programs include: Incident Reporting and Investigations, and Ergonomics.
  - Some employees (including student employees and graduate students) will work in areas where they are required to supervisor other employees or students. If you are going to supervise others you should attend the Supervisor Safety Training Program. This will provide you with many of the tools you need to meet many of the required safety program requirements. Visit the UMS Safety Management website for more information on how to obtain the training.

### **Recordkeeping:**

All training must be documented and maintained in the work area (either by the supervisor or in the employee's records). The supervisor or designee must retain a record of training for each employee as confirmation of safety training conducted. Specifically, the supervisor must ensure that this record indicates who was trained, who did the training, when the training occurred, and the topic of training.

### **Teaching Safe Practices in an Academic Environment:**

Teaching and learning environments are subject to the same hazards and concerns found in other work areas. It is important to protect the safety of our students and the integrity of the academic learning environment. Professors, Instructors, Teaching Assistants and other employees in these settings are required to provide integrated safety training and supervision to ensure that students know the hazards of any experiments performed and observe basic safety principles.

## **Responsibilities**

**UMS Safety Management** is responsible for:

- providing guidance to campuses and departments on training requirements and available safety training programs, and
- assisting with obtaining training from outside sources.

Each **Department** is responsible for:

- ensuring that employees and students receive appropriate training,
- maintaining training records for employees within their department, and
- ensuring that necessary safety information is provided as a part of each courses taught.

The **Area Supervisors and Instructors** are responsible for:

- explaining the safety requirements of each work area or class session, where appropriate;
- ensuring that appropriate safety equipment is provided and used in accordance with the training; and
- periodically reviewing the training needs of their employees and/or students and ensuring appropriate training is received; and
- ensuring that safe practices are followed.

**Employees and Students** are responsible for:

- attending required safety training;
- following guidelines and practices outlined in safety training.

### For Additional Information

- Contact your Department Safety Coordinator, campus safety personnel, or UMS Safety Management at 207/581-4055.
- Safety Training Requirements Checklist
- Training Roster
- Department Annual Safety Training Record
- Specialized Training Record
- On-The-Job Training Record
- UMS SM Safety Training Webpage

### Document History

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