

	Environmental Health and Safety Manual	
	Policy Number: EH&S 1-3	
Title: Safety and Health Training		
Effective Date: 1992	Revision: 2/97	Number of Pages: 6

PURPOSE: The Department of Environmental Health and Safety offers a variety of safety training programs to the University. Departments are encouraged to review the following required or recommended topics and identify those employees who should be scheduled.

SCOPE: University wide.

POLICY:

1. The Department of Environmental Health and Safety develops various training programs for compliance with environmental and safety regulations.
2. Departments are responsible for scheduling training classes for their employees. To schedule training, contact the Department of Environmental Health and Safety. A schedule of classes can also be found on SBNEWS.
3. Employees are responsible for attending classes that they have been scheduled for.
4. All of these training programs are provided by the Department of Environmental Health and Safety at NO cost to the requestors.
5. The training classes that are currently offered by the Department of Environmental Health and Safety are:

RIGHT-TO-KNOW TRAINING:

Required annually for all University employees. Topics covered include occupational health and safety hazard communication, including Material Safety Data Sheets, product labeling and personal protective equipment.

LABORATORY STANDARD TRAINING:

Required annually for all employees performing laboratory operations. Training includes hazard

recognition, protective measures and emergency procedures; this is often combined with Right-To-Know training.

BLOODBORNE PATHOGENS TRAINING:

Required annually for all employees who are potentially exposed to human blood or body fluids in the course of their work. Epidemiology, routes of exposure, protective measures and the Hepatitis B vaccine are covered.

HEARING CONSERVATION TRAINING:

Required annually for all employees who are exposed to sound levels averaging 85 decibels (A scale) over an eight hour shift. Training includes noise hazard recognition, hearing protector selection, use, fitting, limitations and care.

FIRE EXTINGUISHER TRAINING:

Required annually IF employees will be expected to use portable extinguishers in the workplace, such as Fire Watch monitoring during welding, cutting or brazing operations. This will include instruction on extinguisher use and practice on live fires.

WASTE MANAGEMENT TRAINING:

Required for all employees who are responsible for the disposal of hazardous chemical, medical, infectious or objectionable wastes; training includes hazard recognition, source separation, protective measures and programmatic requirements.

RESPIRATORY PROTECTION TRAINING:

Required for all employees who are required to or CHOOSE to wear respiratory protection; training includes respiratory hazard recognition, respirator selection, use, limitations and care; fit testing is also done by the Department of Environmental Health and Safety staff for each type of respirator on which an employee is to be qualified; also required annually is the pulmonary function test; NO employee may wear a respirator without the required training, fit testing and medical clearance.

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RADIATION SAFETY TRAINING:

Required for all employees who work with or around radiation; covers hazard recognition, safe practices, and risk determination. Specific applications may include laser safety, x-ray diffraction, and non-ionizing radiation. Sessions are typically conducted on the first and third Thursdays of the month. Schedule may be obtained by contacting the Department of Environmental Health and Safety, Radiation Protection Services.

NEW EMPLOYEE SAFETY ORIENTATION:

Required for all new employees. Provides an overview of the various safety and health services and trainings applicable to Stony Brook University.

CONFINED SPACE OPERATIONS:

Required for all employees who may enter or standby for the entry of another worker into a confined space, such as pipes, tanks, boilers, pits, ducts, excavations, vaults and tunnels. Training includes hazard recognition, permit procedures, standby procedures and emergency procedures. NO employee may enter a confined space without having had this training. Specialized training is *required* for those involved in confined space rescue operations.

POWERED MATERIAL HANDLING EQUIPMENT OPERATORS TRAINING:

Required for all workers who operate forklifts, walker-stackers, transporters or other industrial trucks (other than those registered with the DMV). Training includes a classroom session, written exam, on-the-job training under departmental supervision, and a road test. A medical clearance is also required.

PERSONAL PROTECTIVE EQUIPMENT:

Required for all Physical Plant, Power Plant and HVAC trades and field support personnel; covers the basics of selection, use and care of eye, face, hand, body, head, and musculoskeletal protective devices.

LOCKOUT/TAGOUT TRAINING:

Required for all employees who may be working on or doing maintenance on energized equipment, whether electrical, mechanical, hydraulic or pressurized. Training covers hazard recognition, University lockout/tagout requirements and procedures.

ELECTRICAL SAFETY TRAINING:

Required for all employees working on or around live electrical equipment, such as in mechanical or electrical equipment rooms. Training is primarily oriented toward identifying potential risks and protective measures.

POWDER ACTUATED TOOLS TRAINING:

Required for all employees who operate powder actuated tools, such as Hilti guns. Training covers hazard recognition and safe operating techniques.

ASBESTOS AWARENESS TRAINING:

Required for all employees who are exposed to airborne asbestos at concentrations at or above the PEL or excursion limit and all staff who perform housekeeping and custodial duties. Training covers hazard recognition, protective measures and work techniques.

COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING:

Required for all employees who operate commercial motor vehicles, including campus buses. Training includes classroom instructions (permit) and road training (license). Additionally, bus driver's must undergo criminal history background clearance, safety checks, and annual road and written test and a physical examination.

DRUG AND ALCOHOL TRAINING:

Required for all Omnibus covered employees. Supervisors must attend Reasonable Suspicion Training. CDL drivers must attend a training session and participate in the testing program.

TRANSPORTING THE DISABLED TRAINING:

Required for all bus drivers. This class provides an overview of the knowledge needed to transport disabled passengers. This includes sensitivity awareness and various safety techniques concerning wheelchair hook ups and hydraulic lift gates.

FIRE SAFETY TRAINING:

Recommended for all University employees. Topics covered include fire prevention, recognition of fire hazards, classes of fires, fire extinguishers, how to report a fire, fire alarm systems, and emergency evacuation procedures.

SPILL PREVENTION AND CONTROL:

Recommended for identified personnel to ensure our adherence to oil facilities licensing requirements, SPEDES permit requirements and sewage treatment requirements.

LADDER SAFETY TRAINING:

Recommended for all employees who work on or climb portable extension, straight or step ladders in the course of their work. Training focuses on safe use of ladders and on unsafe conditions to avoid.

MANUAL LIFTING AND MATERIAL HANDLING TRAINING:

Recommended for all employees who lift , carry or handle heavy or bulky materials, or who must frequently lift, carry or handle even light objects. Training includes ergonomic hazard recognition, proper lifting and material handling techniques, protective measures and personal protective equipment.

VIDEO DISPLAY TERMINAL OPERATOR TRAINING:

Recommended for all employees having frequent or continuous computer terminal tasks, such as data entry operators or word processors. This training emphasizes prevention of repetitive stress disorders, ergonomic controls, protective measures, work station design and layout.

HAZARDOUS MATERIALS AWARENESS:

Required for first responders, such as University Police Officers. Also offered to Setauket and Stony Brook Fire Departments.

HAZARDOUS MATERIALS OPERATIONS TRAINING:

Required annually for Department of Environmental Health and Safety Hazardous Materials Response Team Members.

SAFE HANDLING OF FLAMMABLE AND COMBUSTIBLE LIQUIDS:

Recommended for departments using ignitable liquids on a frequent basis, such as in Graphic Support Services; covers fire prevention and preparedness.

EMERGENCY PREPAREDNESS TRAINING:

Required for employees working at specific on-campus events involving crowds or unusual operations, such as student security personnel at Stony Brook Union or Indoor Sports Complex concerts; covers life safety, exiting, emergency actions and hazard recognition.

ENVIRONMENTAL AWARENESS:

Recommended for all employees. Training will provide a general overview of various environmental issues and topics. Specific regulatory requirements pertaining to the audience will be addressed.

INQUIRIES/REQUESTS:

Environmental Health and Safety
110 Suffolk Hall
Zip 6200
Main Office: 632-6410
FAX: 632-9683

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RELATED FORMS:

RELATED DOCUMENTS:

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