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|---|-----------|-----------|---------|
| <i>Title:</i> <b>Safety and Health Training</b> |           |           |         |
| Number  | EH&S –1-3 | Revision: | 5/27/08 |
| Date  | 1992      | Pages     | 7       |

**PURPOSE:** To provide safety training programs to Hospital staff in compliance with applicable regulations and standards.

**SCOPE:** Hospital wide.

**PROCEDURES:**

**I. Responsibilities:**

A. **Environmental Health & Safety (EH&S)** is responsible to:

1. Conduct or coordinate safety training programs. Classes that are currently offered by EH&S are provided in the Training Guidance Document (Appendix A). Contact EH&S at 4-6783 for information on scheduling training.
2. Present Right to Know (Hazard Communication)/Fire Safety training during New Employee Orientation (NEO) and annual Recertification trainings. Additional safety topics are presented by EH&S during NEO and recertification training including formaldehyde safety, glutaraldehyde safety, hazardous drugs safety, gas cylinder safety, spill response, hazardous waste management, latex allergy, mercury management and ergonomics.

B. **Supervisors** are responsible for ensuring their employees are scheduled for and attend training, as required.

C. **Employees** are responsible for attending required training.

**I. Recordkeeping**

A. For EH&S coordinated training, the attached EH&S Training Attendance Roster sheet shall be used. Training verification information for EH&S coordinated training will be entered into the Peoplesoft database by EH&S or assigned staff.

B. For Right-to-Know/Fire Safety training conducted during new employee orientation (NEO) and recertifications, the department responsible for coordinating NEO or recertification training will use their own roster sheet and will have the training entered into Peoplesoft.

**INQUIRIES/REQUESTS:**

Environmental Health and Safety  
L1-059 HSC  
Zip 8017  
Main Office: 444-6783  
FAX: 444-6845

**RELATED FORMS:**

Training Guidance Document (Appendix A)  
EH&S Training Attendance Roster

**RELATED DOCUMENTS:**

STONY BROOK  
DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY

**UNIVERSITY HOSPITAL**  
**TRAINING GUIDANCE DOCUMENT**

| COURSE TITLE/<br>APPROXIMATE<br>TRAINING DURATION   | COUR<br>SE<br>CODE | WHO SHOULD ATTEND   | COMPLIANCE  |
|---|--------------------|---|---|
| <b>Asbestos Awareness</b><br>Duration: 1 Hour   | EIH 001            | Required <b>initially and annually</b> for Hospital employees who have the possibility of exposure to airborne asbestos fibers at concentrations at or above the PEL or excursion limit and to employees who perform housekeeping and maintenance duties.   | OSHA 29CFR 1910.1001(i)(7)<br>OSHA 29CFR 1926.1101(k)(9)(vi)<br>NYS DOL Industrial Code Rule 56<br>EPA 40CFR 763.92(a)(1) |
| <b>Confined Space Entry</b><br>Duration: 1.5 Hours  | EOS 005            | Required <b>initially</b> for Hospital employees that enter or act as standby for the entry of another employee into confined spaces (manholes).  | OSHA 29CFR 1910.146 (g)<br>OSHA 29CFR 1926.21<br>OSHA 29CFR 1926 Subpart P - Excavations                                  |
| <b>Electrical Safety/<br/>(Control of Hazardous<br/>Energy Lock Out/ Tag Out)</b><br>Duration: 1 Hour | EUH 018            | Required <b>initially</b> for Hospital employees working on or around live electrical equipment such as in mechanical and electrical equipment rooms.<br><b>Note:</b> Retraining is required whenever there is a change in job assignment, a change in machinery, equipment or process that presents a new hazard, and any change to the energy control procedures. | OSHA 29CFR 1910.147(c)(7)<br>OSHA 29CFR 1926.417  |
| <b>Ergonomics/Manual<br/>Materials Handling</b><br>Duration: 1 Hour                                   | EOS 011            | Recommended to Hospital employees who lift, carry, or handle heavy and/or bulky materials.  | OSHA General Duty Clause<br>OSHA 29CFR 1926.953   |
| <b>Ethylene Oxide Awareness</b><br><br>Duration: 1 hour   | EUH 009            | Required <b>initially and annually</b> for Hospital employees who work with ethylene oxide.   | OSHA 29CFR 1910.1047  |
| <b>Fire Extinguisher</b><br>Duration: 15 minutes  | EUH 024            | Recommended to Hospital employees.  | NFPA 101  |
| <b>Fire Warden</b><br>Duration: 1 Hour  | EUH 013            | Required <b>initially and annually</b> for Hospital employees who are designated fire wardens.  | NFPA 101  |
| <b>Formaldehyde Awareness</b><br>Duration: 1 Hour   | EUH 006            | Required <b>initially and annually</b> for Hospital employees who use formaldehyde at concentrations reaching or exceeding 0.1ppm. Typically conducted during laboratory safety (recertification) training.   | OSHA 29CFR 1910.1048  |
| <b>Gas Cylinder Safety</b><br>Duration: 1 Hour  | EOS 012            | Required <b>initially</b> for Hospital employees who work routinely with compressed gas.  | OSHA 29CFR 1910.253(a)(2)<br>OSHA 29CFR 1926.350(a)(9)  |
| <b>Glutaraldehyde Awareness</b><br>Duration: 1 Hour   | EUH 017            | Required <b>initially</b> for Hospital employees who work with glutaraldehyde. Typically covered during new employee orientation and recertifications.  | OSHA 29CFR 1910.1200(h)   |

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|--|--------------------|---|--|
|  |                    | <i>(Covered in NEO and Recertification trainings)</i>   |  |
| <b>Hazard Assessment – PPE</b><br>Duration: 1 Hour   | EIH 004            | Required <b>initially</b> for Hospital employees who are required to wear personal protective equipment (PPE).  | OSHA 29CFR 1910.132(f)   |
| <b>Hazardous Drugs Awareness</b><br>Duration: 1 Hour   | EUH 015            | Required <b>initially</b> for Hospital employees who work with hazardous drugs.<br><i>(Covered in NEO and Recertification trainings)</i>  | OSHA 29CFR 1910.1200(h)  |
| <b>Hazardous Waste / Universal Waste Management</b><br>Duration: 1 Hour                                      | ENV 001            | Required <b>initially and annually</b> for “hazardous waste managers.”<br>Required <b>one-time</b> only for hazardous waste generators.<br>Required for Hospital employees who are responsible for the disposal of hazardous waste.<br>Typically conducted during laboratory safety (recertification) training or on-line.<br><i>(Covered in Lab Recertification and on-line trainings)</i>   | EPA 40CFR 265.16<br>NYS DEC 6 NYCRR 373-3.2(g)                               |
| <b>Hazardous Waste Management (Regulated Medical Waste)</b><br>Duration: 1 Hour                              | ENV 005            | Required <b>initially and annually</b> for “hazardous waste managers.”<br>Required <b>one-time</b> only for Hospital employees who are responsible for the disposal of regulated medical and/or infectious waste.   | EPA 40CFR 265.16<br>NYS DEC 6 NYCRR373.3.2(g)                                |
| <b>Hearing Conservation</b><br>Duration: 1 Hour  | EUH 014            | Required <b>annually</b> for Hospital employees included in the Hearing Conservation Program.   | OSHA 29CFR 1910.95(k)  |
| <b>Laboratory Safety – Biological Hazards and Chemical Hazards (Lab Recertification)</b><br>Duration: 1 Hour | Recert             | Required <b>initially and annually</b> for Hospital lab employees. Conducted during laboratory recertification training.  | OSHA 29CFR 1910.1030(e)(5)<br>NIH-CDC BMBL 4 <sup>th</sup> Ed.               |
| <b>Ladders and Elevated Work Platforms</b><br>Duration: 1 Hour   | EUH 020            | Required <b>one-time</b> for Hospital employees who use scaffolding, ladders and/or work on elevated platforms at heights above of 4’ in General Industry and 6’ in Construction.<br><b>Note:</b> Retraining is required when the employer has reason to believe that the employee does not have the understanding and skill required, changes in the workplace render previous training obsolete, and changes in f protection equipment. | OSHA 29CFR 1910.21 – 28<br>OSHA 29CFR 1926.500 – 503<br>OSHA 29CFR 1926.1060 |
| <b>Machine and Power Tool Safety</b><br>Duration: 1 Hour   | EOS 007            | Required <b>one-time</b> for Hospital employees who work with machinery and power tools.  | OSHA 29CFR 1910.211-222<br>OSHA 29CFR 1926.300                               |
| <b>Occupant Specific Fire Safety</b><br>Duration: 1 Hour   | EUH 022            | Required <b>initially</b> for Hospital employees in areas with special processes or hazards.  | NFPA 101   |
| <b>Powered Industrial Trucks</b><br>Duration: 1 Hour   | EUH 016            | Required <b>initially</b> Hospital employees to operate a powered industrial truck (i.e., forklifts or any mobile power-propelled equipment used to carry, push, pull, lift, stack or tier materials). Re-training and Road Test required every 3 years.  | OSHA 29CFR 1910.178(1)   |

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|---|--------------------------|---|---|
| <b>Radiation Safety</b><br>Duration: 1 Hour   | ERS<br>001<br>ERS<br>002 | Required <b>initially and annually</b> for Hospital employees who work with radioactive materials.  | NYS Sanitary Code 16<br>SBU License Permit Conditions   |
| <b>Respiratory Protection</b><br>Duration: 1 Hour                                       | NA                       | Required <b>initially and annually</b> for Hospital employees who are in the hospital’s respiratory protection program.   | OSHA 29CFR 1910.134(k)<br>OSHA 29CFR 1926.103   |
| <b>Right to Know/Fire Safety</b><br>Duration: 1 Hour                                    | NA                       | Required <b>initially and annually</b> for all Hospital employees.  | OSHA 29CFR 1910.1200(h)<br>PESH - Article 28  |
| <b>Shipping<br/>Infectious/Diagnostic<br/>Specimens</b><br>Duration: 1 Hour             | EUH<br>008               | Required <b>prior to and every 2 years thereafter</b> for Hospital employees who transport, causes to be transported or ship hazardous materials, infectious and/or diagnostic specimens. | IATA – Dangerous Goods Regulations 48 <sup>th</sup> Ed.<br>US DOT 49CFR Parts 100-185 “Transportation”          |
| <b>Spill Kit Use</b><br>Duration: 1 Hour  | EUH<br>019               | Required <b>initially</b> for Hospital employees who use spill kits for formaldehyde, glutaraldehyde and hazardous drugs spill clean up.  | OSHA 29CFR 1910.1200(h)   |
| <b>Spill Prevention, Control<br/>and Countermeasures<br/>(SPCC)</b><br>Duration: 1 Hour | ENV<br>004               | Required within <b>6 months of starting work and an annual refresher thereafter.</b><br>Required for Hospital employees who work with or manage the storage of oil products.              | EPA 40CFR<br>NYS DEC 6 NYCRR  |
| <b>Welding Safety (Hot<br/>Work)/Gas Cylinder Safety</b><br>Duration: 1 Hour            | EOS<br>009               | Required <b>initially</b> for Hospital employees who use welding equipment, cutting torches, or brazing equipment.  | OSHA 29CFR 1910.252<br>OSHA 29CFR 1910.253<br>OSHA 29CFR 1910.254<br>OSHA 29CFR 1926.350<br>OSHA 29CFR 1926.351 |



|               |               |            |
|---------------|---------------|------------|
| COURSE NAME : | COURSE CODE : | DATE :     |
| INSTRUCTOR :  | AUDIENCE :    | LOCATION : |

~ Your signature indicates that you personally attended this training course and have had the opportunity to ask questions ~

|                               | <b>PRINT NAME LEGIBLY</b> | <b>SBU ID NUMBER/SIGNATURE</b>     | <b>TELEPHONE/DEPT</b>         |
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