



<i>Title:</i> Safety and Health Training			
Number :	EH&S –1-3	Revision: 4/11/11	Date 1992
			Pages 6

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. Provide Right to Know (Hazard Communication)/Fire Safety training during New Employee Orientation (NEO) and annual Recertification trainings.

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

COURSE TITLE/ APPROXIMATE TRAINING DURATION	COUR SE CODE	WHO SHOULD ATTEND	COMPLIANCE
		<i>(Covered in NEO and Recertification trainings)</i>	
Hazard Assessment – PPE Duration: 1 Hour	EIH 004	Required initially for Hospital employees who are required to wear personal protective equipment (PPE).	OSHA 29CFR 1910.132(f)
Hazardous Drugs Awareness Duration: 1 Hour	EUH 015	Required initially for Hospital employees who work with hazardous drugs. <i>(Covered in NEO and Recertification trainings)</i>	OSHA 29CFR 1910.1200(h)
Hazardous Waste / Universal Waste Management Duration: 1 Hour	ENV 001	Required initially and annually for “hazardous waste managers.” Required one-time only for hazardous waste generators. Required for Hospital employees who are responsible for the disposal of hazardous waste. Typically conducted during laboratory safety (recertification) training or on-line. <i>(Covered in Lab Recertification and on-line trainings)</i>	EPA 40CFR 265.16 NYS DEC 6 NYCRR 373-3.2(g)
Hazardous Waste Management (Regulated Medical Waste) Duration: 1 Hour	ENV 005	Required initially and annually for “hazardous waste managers.” Required one-time only for Hospital employees who are responsible for the disposal of regulated medical and/or infectious waste.	EPA 40CFR 265.16 NYS DEC 6 NYCRR373.3.2(g)
Hearing Conservation Duration: 1 Hour	EUH 014	Required annually for Hospital employees included in the Hearing Conservation Program.	OSHA 29CFR 1910.95(k)
Laboratory Safety – Biological Hazards and Chemical Hazards (Lab Recertification) Duration: 1 Hour	Recert	Required initially and annually for Hospital lab employees. Conducted during laboratory recertification training.	OSHA 29CFR 1910.1030(e)(5) NIH-CDC BMBL 4 th Ed.
Ladders and Elevated Work Platforms Duration: 1 Hour	EUH 020	Required one-time 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. Note: 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 OSHA 29CFR 1926.500 – 503 OSHA 29CFR 1926.1060
Machine and Power Tool Safety Duration: 1 Hour	EOS 007	Required one-time for Hospital employees who work with machinery and power tools.	OSHA 29CFR 1910.211-222 OSHA 29CFR 1926.300
Occupant Specific Fire Safety Duration: 1 Hour	EUH 022	Required initially for Hospital employees in areas with special processes or hazards.	NFPA 101
Powered Industrial Trucks Duration: 1 Hour	EUH 016	Required initially 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)

TITLE: Safety and Health Training

POLICY: 1-3

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

