Administrative Procedure

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Subject: UNIVERSITY REGULATORY TRAINING REQUIREMENTS

1.0 PURPOSE:

To provide direction and guidance to university departments on the requirements for employee health and safety training in accordance with established regulatory standards, statutes, and orders.

2.0 ORGANIZATIONS AFFECTED:

2.1. All faculty and staff employees of the University, excluding employees of the University-Student Union, University Auxiliary Services, Inc., Associated Students, Inc., specially funded projects, and tenants of the University.

3.0 REFERENCES:

3.1. California Code of Regulations, Title 8, General Industry Safety Orders, Sections 3200 through 6184.

3.2. California Code of Regulations, Title 8, Construction Safety Orders, Sections 1500 through 1962.

3.3. California Code of Regulations, Title 8, Electrical Safety Orders, Sections 2299 through 2989.

3.4. Cal State L.A. University Chemical Hygiene Plan (CHP).

3.5. Cal State L.A. Injury & Illness Prevention Program (IIPP).

3.6. Cal State L.A. Hazard Communication Program.

3.7. Cal State L.A. Administrative Procedure 419 – Asbestos Management Plan.

3.8. Cal State L.A. Employee Safety Handbook.

4.0. POLICY:

4.1. It is the policy of California State University, Los Angeles (Cal State LA) to provide employees with safety training in accordance with applicable regulatory requirements.

4.2. It is the policy of Cal State LA that employees attend and complete safety training required for their assigned duties, work activities, workplace hazards, and applicable regulatory requirements.

5.0. DEFINITION:

N/A

6.0. RESPONSIBILITIES:

6.1. Risk Management and Environmental Health & Safety (RMEHS) Office shall:

6.1.1. Continually review, develop, implement, and monitor safety training programs to ensure that such training adheres to regulatory requirements.

6.1.2. Maintain, periodically review, and provide access to the current University Safety Training Matrix through an RMEHS-managed electronic platform and other available distribution methods.

6.1.3. Retain records of safety training conducted by the RMEHS Office in accordance with Appendix 8.1.

6.2. Department Supervisors, Managers, Directors, and Executive Management shall:

6.2.1. Periodically review and assess implementation of this Administrative Procedure in their respective areas to ensure compliance with established guidelines.

6.2.2. Work collaboratively with the Risk Management and Environmental Health & Safety (RMEHS) Office to identify employee assigned duties, work activities, workplace hazards, and operational changes that may affect regulatory safety training requirements. Based on this information, the RMEHS Office shall determine required safety training in accordance with applicable regulatory requirements, and departments shall ensure employees complete the required training.

6.2.3. Provide the RMEHS Office with feedback regarding training content and delivery methods to support continual improvement of training effectiveness and employee understanding.

6.2.4. Maintain records of employee attendance for all department-conducted, department-coordinated, or externally provided training arranged by the department for a minimum of three (3) years. Training records shall include, at a minimum, the employee's name, training date(s), training title and/or subject matter, and the name of the instructor, training provider, or organization conducting the training. Such records shall be maintained by the department and made available to the RMEHS Office upon request for compliance, audit, inspection, or investigative purposes.

6.2.5. Consult with the RMEHS Office whenever employee duties, work activities, or workplace hazards change, or when additional or specialized safety training may be required.

6.3. All University Employees shall:

6.3.1. Attend and complete all required Environmental Health & Safety (EHS) training applicable to the employee's assigned duties, work activities, workplace hazards, and applicable regulatory requirements. Any missed, canceled, or assigned training shall be completed within a period not to exceed three (3) months from the original training or assignment date, unless a shorter timeframe is required by law, regulation, University policy, or the nature of the employee's assigned duties.

7.0. PROCEDURES:

7.1. The Risk Management and Environmental Health & Safety Office shall:

7.1.1. Periodically consult with the CSU systemwide affinity groups and university community to determine if opportunities exist to enhance implementation of and compliance with this Administrative Procedure.

7.2. Departmental Supervisors, Administrators, Directors and Executive Management shall:

7.2.1. Annually review this Administrative Procedure for compliance to established guidelines in their respective areas.

7.2.2. In the event of challenges or conflicts arising during the implementation of this Administrative Procedure, departments shall consult with the RMEHS Office to identify and implement an appropriate resolution. Consultation may include the Director or designee, department supervisors, staff and faculty representatives, Unit Safety Stewards, and Human Resources Management (HRM), as appropriate.

7.2.3. Implement, monitor, and document employee completion of required safety training based on assigned duties, work activities, workplace hazards, applicable regulatory requirements, and the current University Safety Training Matrix.

7.2.4. Consult with the RMEHS Office as needed regarding training implementation, course selection, or specialized training requirements.

8.0. APPENDICES:

8.1. EO 1031 CSU Records Retention and Disposition Schedule - Environmental Health and Safety Records