

## Appendix I

# DEPARTMENT OF ENTOMOLOGY GUIDELINES FOR AN EMPLOYEE TRAINING PLAN

[ Revised 10/02 ]

### I. TRAINING PLANS MUST BE DOCUMENTED AND MUST HAVE THE FOLLOWING ELEMENTS:

- A. Description of the employee training process, including initial training and annual refresher training. This should include:
- \* A method of recording completion of employee training.
  - \* A method of recording employee participation in emergency preparedness drills.
  - \* Name and title of person who conducts/coordinates the training and drill sessions.
- B. The last three records must be part of the employee file. Training may be conducted in formal classroom sessions, by use of audiovisual methods [ classroom or individual ] or by one-on-one discussions. Training may include attendance at seminars.

### II. TRAINING PROGRAMS MUST INCLUDE:

- A. Emergency preparedness - At a minimum, each employee must be instructed on the following:
- \* Procedure to follow in an emergency, including familiarization with egress and post-evacuation assembly points.
  - \* Notification procedure - information to relay to UC Police/Fire and/or as a first observer of an emergency.

If a higher level of response [ such as administration of first aid ] is assigned to an employee, he/she must be adequately trained and equipped. Supplies needed to perform such an assignment must be adequate.

#### B. Procedure to safeguard employee health

California Occupational Safety and Health Law requires that a program be adopted to protect employee health and ensure safety in the workplace. Instructions to be given to a new employee or one who is undergoing refresher training must be documented and must contain the following elements:

- \* Location of the written program and the information that it is available to all employees during work hours.
- \* Safety procedures to prevent accidents and injury in the workplace.
- \* Locations of hazardous materials including, but not limited to carcinogens, mutagens, radioactive materials and biohazards, and information on the hazards posed by these substances.

- \* Availability of sources of information on exposure limits of the hazardous substances in the workplace.
- \* Methods to detect the presence of hazardous materials in the workplace.
- \* Description of the hazardous operations and procedures to ensure safety in the performance of these activities.
- \* Availability and proper use of personal protective equipment to limit employee exposure.
- \* Availability and proper operation procedures of safety engineering controls in the workplace to minimize employee exposure.
- \* Location(s) of Material Safety Data Sheets and their use.
- \* Availability of monitoring devices to determine extent of exposure to hazardous materials and operations.
- \* Interpretation of manufacturer's labels.
- \* Name and phone number of the person(s) to whom the employee can address concerns regarding safety in the workplace [ Department Safety Coordinator ].

### III. SAFETY TRAINING FOR THE DEPARTMENT OF ENTOMOLOGY

Safety training should be tailored to match the employee's job. In accordance with the preceding guidelines, the Department of Entomology Safety Committee has developed a set of Safety Training Package guidelines [ Appendix II, Forms Va – Vf ] that are based upon Environmental Health & Safety's collection of SafetyNets. These informational documents are organized by category [ *e.g.*, Safety Orientation, Ergonomics, Physical Hazards, etc. ] to assist with developing customized safety training packages.

Use the Safety Training Table that follows to determine the proper safety training package(s) for your work area(s). To use the table, first look in the left-hand column to find the job function that best fits the employee(s) in your work area(s). Within the row for the job function is the appropriate Entomology Safety Training Form [ Appendix II, Forms Va – Vf ] and corresponding sets of EH&S SafetyNets.

To complete the training package, go to the EH&S Website [ <http://ehs.ucdavis.edu/index.html> ] and click on **SafetyNets**. From the choices available, click on a heading [ *e.g.*, Safety Training, Hazardous Waste, etc. ] then download the appropriate SafetyNets from the series. For example, if you work in a laboratory that does not use hazardous chemicals, you would first find the job function in the Safety Training Table for General Lab Worker. Employees in this category would need a training package created by using Form Vd and downloading the following sets of EH&S SafetyNets: 1 ] Safety Training, 2 ] Ergonomics, and 3 ] Physical Hazards. Additional materials may be added to the Training Package as needed.

# SAFETY TRAINING TABLE

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## EH&S SafetyNet Series

Job Function	Safety Training Form	Safety Training	Ergonomics	Physical Hazards	Miscellaneous	Chemical/Lab Safety	Hazardous Waste	Radiation Safety	Biological Safety	Specialized Training
Chemical Lab Worker (with hazardous chemicals)	Va	X	X	X	X	X	X			
Chemical Lab Worker (with radioactive use)	Vb	X	X	X	X	X	X	X		
Chemical Lab Worker (with biohazard use)	Vc	X	X	X	X	X	X		X	
General Lab Worker (no hazardous chemicals)	Vd	X	X	X						
Office Worker	Ve	X	X	X						
Bee Biology Facility Worker	Vf									X
Greenhouse Worker	*									
General Field Worker	*									

\*To be developed.