



Required Safety Training

- Many OR-OSHA, DEQ, and DOT regulations require the safety training of employees if they perform certain functions, or work in certain environments. These regulations also require that this training be documented and a training file be maintained. It is the responsibility of supervisors to identify the types of safety training required for each of their employees and to see that this training is provided. This required safety training can be divided into 1) initial employee training at the time of hire, and 2) job-specific training throughout the period of employment. Safety training can be provided by supervisors, EH&S or other OSU personnel, or by an approved outside training provider.

Safety Training Sources

- Supervisors can give initial safety training for their new employees by using the "[Acknowledgement of Safety Rules Emergency Procedures and Hazard Communication](#)" form in combination with Safety Rules section of the "OSU Safety Procedures" Manual (section 10), and the OSU booklet "[Working Safely with Hazardous Materials: A Handbook for Employees](#)". To assist supervisors in identifying the required job-specific safety training, the "OSU Safety Training Identification Worksheet" has been developed (page 2). This matrix includes: prompters that indicate if an employee needs any of the required job specific training; codes listed in parentheses () next to each item which indicate the training programs available and options for obtaining the training; and an asterisk (*) if the training should be repeated annually. The form has been designed to be used in the following manner:
 - Use one form per employee.
 - Supervisor reviews the form's questions and makes a check in the space to the right of the prompter.
 - For all checked items, supervisor looks in the () for a code number that corresponds to training program available through EH&S.
 - A separate list describes the training program that corresponds to the codes found in the ().
 - Supervisor contacts EH&S; training programs and video equipment will be provided at no charge.
 - When employee receives the needed training the date can be entered on the form.
 - This form is designed to be kept in the employee's file.

Record Keeping

- Documentation and record keeping is an important element of the training process. A tracking system should be used to record safety training. Forms shown below have been developed by EH&S to aid in this process. These forms need to be filled out and kept in departmental records. It is the supervisor's responsibility to document all safety training. It is important to capture all the information requested on the form for each training session.

Contact EHS:
safety@oregonstate.edu
oregonstate.edu/ehs/
541 • 737 • 2273

OSU Safety Training Identification Work Sheet

EMPLOYEE NAME:	SUPERVISOR:
DEPARTMENT/UNIT:	DATE:

Instructions: Supervisor reviews this list and make checks in the space to the left of each item if the employee meets any of the listed criteria. All questions refer to conditions that the employee will encounter working at OSU. When training is completed the date of the training can be placed in the right hand space. This form can be kept in the employee's file.

Letter and numbers inside () refer to programs available through EH&S; see list below. Items with * require annual training if program or hazard changes or new chemicals are used.

Will This Employee Use:		Date of training	Date of training
Tractors or heavy ag equipment (T1)		Ladder or scaffold (L2)	
Fork lift (F3)		Hand tools (Z1)	
Power tools (P2 & P3)		Manlift, vehicle mounted work platform (Z1)	
"Powder" actuated tools (Z2)*		Industrial truck (Z1)	
Welding equipment (A1 & O3)		Video display terminal (W3)	
Fume hoods (Z1)		Respirator (Z1)	
Personnel-protective equipment (E2)		Fall arrest system (F1)	
Herbicides or pesticides (P1,H4,W2,W4)*		Chemical or chemical compounds (H2)*	
Eye wash or safety shower (Z1)		Mechanical power press (Z1)	
Signs, signals, barricades (Z1)		Office equipment (O1)	
Required to use fire extinguisher (F2)*			

Will This Employee Perform Any of the Following Tasks:

Lift, push, pull, or stand constantly (B1)		Perform maintenance at greenhouse (W4)	
Tree trimming (Z2)		Respond to chemical spill (Z1)*	
Enter a confined space (C2)*		Dig trenches or excavate (T2)	
Food service work (Z1)		Perform first aid (In Job Description) (B3)*	
Repair or install pitched roof (F1)		Transport, package, hazardous waste (H3)	
Recharge storage batteries (Z1)		Service single or multi piece wheels (Z1)	
Drive university vehicle (Z1)		Package or receive hazardous materials (H3)	
Work with human blood/other body fluids (B3)*		Work around/with electricity (E1)	
Remove lead based paint (Z1)		Work on or maintain equipment that needs to be locked or tagged out to prevent accidental injury (L3)*	
Diving (Z2)		Remove asbestos containing material (Z2)*	

Will This Employee Work in an Area Containing any of the Following:

Asbestos (disturb when working) (A2,A3)		Radioactive materials or radiation (R1)	
Noise exceeding 80 dBA (Z1)*		Laboratory chemicals (L1)*	
Hazardous chemicals (H2)*		Carcinogens (Z1)*	

Safety Training Programs Available Through OSU EH&S

A1	Arc Welding: Safety & Operations - 13 min video	L1	Laboratory Safety: The OSHA Lab Standard - 28 min video
A2	Asbestos Health Hazards - Contact EH&S to Schedule Program	L2	Ladders & Scaffolds: It's up to you - 19 min video

A3	Asbestos at Oregon State University - Contact EH&S to Schedule Program	L3	LOTTO: Lockout/Tagout - 15 min video
B1	Back Care and How to Lift Properly - Contact EH&S to Schedule Program	M1	Maintenance Person Safety - 13 min video
B2	Basic First Aid - Humorous - 17 min video for Supervisor	O1	Office Safety (Risky Business) - 20 min video
B3	Bloodborne Pathogens - Videos Available; Contact EH&S for Information	O2	Operating Instructions for the Karcher Brand Power Washers - Video
B4	Brace Your Space (earthquake-proofing) - video	O3	Oxyacetylene Welding: Safety & Operations - 15 min video
B5	Brush Chipper Safety - 20 min video	P1	Pesticide Safety in the Landscape - 27 min video
C1	Chain Saw Safety - 28 min video	P2	Portable Power Tools - Contact EH&S for appropriate video
C2	Confined Space Entry Training - Contact EH&S to Schedule Program	P3	Power Hand Tools For Grounds Maintenance Workers - 30 min video
E1	Electrical Safety-Related Work Practices in General Industry - 24 min video	P3	Practicing Safe Science - 29 min video
E2	Equipped for Safety (Personnel Protective Equipment) - 9 min video	R1	Radiation Safety For Ancillary Employees - Contact EH&S to schedule program
F1	Fall Protection - video	R2	Right to Know Industrial - 39 min video
F2	Fire Extinguisher Training and Use - 15 min video	T1	Tractor Safety Begins with You - 20 min video
F3	Forklift Safety - 18 min video	T2	Trenchers - 18 min video
G1	Grinding Wheel Safety Parts I and II - videos	W1	Working Safely With HIV In The Laboratory - 20 min video
H1	Hand Tool Safety - videos	W2	Working Safely with Pesticides - 18 min Video
H2	Hazard Communication - Contact EH&S to Schedule Program	W3	Work Station Design (VDT Use) - Contact EH&S to schedule program
H3	Hazardous Materials Transportation - Compliance and Enforcement - Contact EH&S	W4	Worker protection standard - 30 min video
H4	Herbicide Safety In The Landscape - video	Z1	Contact EH&S For Training Materials
H5	HIV in the Laboratory - 28 min video	Z2	Need to use competent/certified outside training provider.

OSU Safety Training (Information in this document will become part of the employee's record.)

Course Name:		
Course Date(s):		Total Hours of Training:
Name (Please Print)	OSU ID Number	Department