

# MANAGER'S EMPLOYEE TRAINING GUIDE

## Cross-reference to Manager's/Departmental Checklist for Employee Safety Training

The purpose of this guide is to assist managers in completing the Manager's/Departmental Checklist for Employee Safety Training. You are required to have a lab safety plan for your area if you use chemicals, lasers, radioactive materials, or have other physical hazards in your work area. If you have a safety plan, you can use it to provide training. You should open and refer to the NC State Health and Safety Manual for review.

<http://www2.ncsu.edu/ehs/www99/index.html>

## Reporting of Medical, Fire, or Safety Emergencies

Review the protocol for reporting a medical, fire, or safety emergency (dial 911). If your building has manual fire alarm pull stations, please indicate under which circumstances (visible smoke, fire, gas leak) the employee should pull the alarm.

## Accident Reporting Procedures

This is a very important section. Please refer to the Occupational Accidents, Illnesses, and Reports section in the NC State Health and Safety Manual for this discussion. *This section will indicate the locations where medical care is provided to injured employees.*

Emergency assistance must be requested by calling 911. All non-emergency injuries and incidents, including incidents that could have hurt someone (near miss) must be

reported to your supervisor and to 515-3000, to facilitate prompt investigation.

## Basic Building Alarms, Employee Response to Alarms, Evacuation Procedures and Fire Extinguisher Use

Review various alarms for your building with employees. Describe the sound of the alarm, actions to be taken when an alarm sounds, evacuation routes, and assembly locations outside of your building. Walk employees through primary and secondary emergency exit routes. **If an employee has a disability or condition whether temporary or permanent, they can confidentially contact the NC State Fire Marshall to develop an individualized evacuation plan (515-2568).** If the employee has not been trained on the use of fire extinguishers, they should not attempt to fight the fire. The employee should be instructed to evacuate the building after reporting the fire as noted above, and time permitting, from a safe location. If they have been trained then the employee should be familiar with fire extinguisher locations and the types of fires the extinguishers are used on.

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## General Hazard Communication and Chemical Hygiene Plan Training Requirements

If your employee has not attended the new employee safety orientation at the Environmental Health and Safety Center, you must contact EH&S to determine the next Hazard Communication training course and have the employee attend or have the employee complete the web-based training module:

(<http://www.ncsu.edu/ehs/hazcom/hazcom.htm>).

Since employees may change work locations repeatedly throughout their employment with the university, this training is required for all incoming employees, regardless of chemical use status. *See further requirements listed below if the employee will work directly with or around chemicals.*

## Lockout / Tagout / Electrical

**Safety:** All employees need to know the following:

1. When a tag is attached to an electrical disconnect or switch, **do not** turn power on. The tag indicates that maintenance is being performed on connected equipment and severe shock or electrocution could result if energized.
2. Employees, who maintain equipment and need to perform lockout/tagout or work in an area where lockout/tagout are routinely performed, will also need additional training. *See the lockout/tagout section of the Environmental Health and Safety home page for further information if applicable.*
3. Employees who will be troubleshooting / servicing electrical equipment may need additional training.

*See the electrical safety section of the Environmental Health and Safety home page for further information.*

## Ergonomics and Safety Work Procedures (proper lifting, office equipment setup and adjustments, two-person operations, etc)

Office and lab furniture, including the computer workstation, should be individually adjusted to keep proper body positioning to avoid fatigue/injury. Employees should receive training on the proper lifting technique with emphasis on tasks requiring multiple employees for safe lifts. Employees that work with high hazard, heavy handling, or remote operations should avoid working alone. Proper procedures should be reviewed with each employee. *See the Ergonomics section of the health and safety manual for guidelines on proper workstation design.*

**The next section applies to persons working with or around hazardous chemicals, radiation sources, biological materials, or hazardous equipment. Use your laboratory safety plan as a reference. You may stop here if this is not applicable to your area.**

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## General Hazard Communication and Chemical Hygiene Plan Training Requirements

- Identification of Hazardous Materials in Work Area and Operations in which they are present
- Potential emergencies specific to the work area, alarms, and response to alarms
- Personal protective equipment to be used in the work area
- Response procedures for unknown materials (unlabeled pipes, spills, etc)

Persons who will use chemicals or routinely access an area where chemicals are used require training. Training consists of general and work area specific training. **Work area specific** training must be conducted annually by the supervisor/Principal Investigator. Your lab safety plan, which should contain all appropriate information, should be used for this training. Please make sure to adequately cover each of the items listed above as they apply to your work area. Please be specific. For example, if you have a gas detection system in your work area, describe the monitoring point locations, the sound(s) of the alarm system and actions to be taken. **General training** is conveyed to employees by the Environmental Health and Safety Center (EHSC) as part of New Employee Safety Orientation for employees who pass through the University Human Resources Department during hire. It is also conveyed to employees by Environmental Health and Safety through Hazard Communication web-based classes (*see*

*Hazard Communications training module on the Environmental Health and Safety home page*).

Schedule temporary employees for the Hazard Communication class if they will be with the University for more than one month. For employees who have shorter employment durations with the University, the following information should be conveyed to the employee in addition to that listed above:

- How MSDS are made available to employees in your work area
- A caution to avoid removal or defacing of labels on chemical containers
- Assure they are trained with the contents of your lab safety plan
- How to read an MSDS (see glossary of MSDS terms in the MSDS section of the EHSC home page)

## Hazardous Equipment in the Employee's Work Area and Training for Associated Engineering Controls

Consider any hazardous equipment in the employee's work area. Indicate any restrictions on normal use and maintenance, convey any applicable training requirements for normal use and maintenance, and describe primary hazards (e.g. high voltage, high temperature, high pressure, etc.) Review any indicators of a hazardous condition such as warning lights or alarms. Review the engineering controls in place

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and any periodic testing or maintenance required. Review and provide a copy of any standard operating procedures. Depending on the nature of the equipment, it may be advisable to have an experienced employee review the equipment and standard operating procedures with the new employee.

### **Bloodborne Pathogens**

Training is required for persons who may be exposed to body fluids (e.g. nurses, Public Safety, lab workers handling human blood, tissue, and cell cultures). *See the Bloodborne Pathogen section of the NC State Environmental Health and Safety home page for further information.*

### **Additional requirements for Specific Chemical, Physical (radiation/lasers), Biological Hazards, or Hazardous Equipment**

Use this opportunity to review any additional procedures or requirements for your work area. Items you feel are important to cover should also be included in your written safety plan. Special training, work practices and procedures are required by law prior to use of certain materials and equipment. *See the NC State Environmental Health and Safety home page for further details on these requirements.*

### **Required Medical Surveillance for Chemical work, Radiation work, Noise Exposure, Respirator Use, and Animal Contact**

If any of these apply to your new employee, medical surveillance may be required. Review the Medical Surveillance section and the Radiation Safety Manual on the NC State Environmental Health and Safety home page to determine whether your employee will need medical surveillance.