

Section B - 3

UNO TRAINING PROGRAMS

A. Introduction

One of the basic and key elements of an Environmental Health & Safety program is training. The UNO training program is designed to identify, evaluate and control safety and health hazards and provide for training in critical areas. Training gives the employee the proper skills and knowledge to perform his or her job safely. The added advantage is increased regulatory awareness and compliance.

At UNO, training is structured to be commensurate with the individual's duties. From Environmental Health & Safety personnel to Environmental Services, each individual should be aware of his or her duties to ensure a safe work environment. The following sections detail hazardous material training requirements.

Training programs are currently under development, and training services offered by EHS are elective at this time. However, it is the responsibility of the unit to provide the necessary training, whether via the services of EHS, or through a program developed by the unit.

At a minimum, training must occur both at the time of initial assignment, and prior to new assignments involving new exposure situations or new chemicals. The frequency of additional ongoing training shall be determined at the discretion of the unit administrator, however, it is recommended that training be provided on an annual basis. The unit must determine how training will be extended to all individuals working in potentially hazardous environments, and ensure that the training received is adequate to allow the individual to perform their job in a safe and healthy manner.

B. Training Topics

The following is a list of training topics that must be included in the training agenda for all UNO employees:

1. All Employees

- a. Hazard recognition: methods and observations used to detect the release of hazardous materials in the work area (i.e., environmental monitoring, visual detection, odor, etc.); physical and health hazards of the chemicals in the work area; and the location of the chemical inventory for the work area.
- b. Material Safety Data Sheet (MSDS): location and content of these sheets; personal protective equipment; and administrative or engineering controls used to minimize chemical exposures.
- c. Chemical labeling: explanation of the chemical labeling and placarding systems, including a discussion of hazard symbols, warning words, and NFPA/HMIS ratings.

- d. Emergency procedures: emergency response protocols and evacuation routes.
- e. Employee rights and responsibilities. This information is commonly referred to as Hazard Communication or "Right to Know."

2. Laboratory Workers

In addition to the training topics listed above, the following subjects must be addressed in the training agenda for laboratory personnel.

- a. Use, limitations, and application of personal protective equipment (i.e., protective clothing and gloves, respirators, eye ware, etc.).
- b. The permissible exposure limits (PELs) of chemicals and recommended exposure limits to non-regulated materials.
- c. Use, limitations, and application of administrative and engineering controls used to prevent or minimize chemical exposures (i.e., fume hoods, standard operating procedures, emergency equipment, etc.).
- d. Location and content of unit safety plan (if applicable) and laboratory safety plan.
- e. Location and content of UNO Chemical Safety Manual.

C. Training Resources

The unit is not expected to duplicate training efforts that are provided by the staff of EHS. Rather, the unit training program should focus on those training topics that are specific to the particular job or assignment within the unit.

Training can be arranged through EHS for the areas listed below. (EHS does not provide all of this training, but can assist with finding a source of training for departments).

- Laboratory/Chemical Safety
- Respiratory Protection
- Hearing Protection
- Bloodborne Pathogens
- Hazard Communication
- Special Topics (e.g., asbestos, lead, carcinogens, fume hoods, exposure prevention, personal protection equipment)
- Biosafety
- Waste Disposal Guidelines
- Labeling Requirements
- Radiation Safety
- Back Injury Prevention
- Hearing Conservation

- Cardiopulmonary Resuscitation (CPR)
- Equipment Lockout/Tagout
- Confined Space

D. Documentation

All training performed must be documented. Training documentation forms are available from EHS. Training documents must be maintained by the user department.