Safety Training Policy

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General Description

Scope:

Exceptions:

None.

Policy Content

Employees

Each department, in conjunction with Environmental Health & Safety and the Office of Human Resources, shall incorporate safety principles in their employee orientation program.

a. The Office of Human Resources shall orient new employees concerning working conditions and general safety policies in effect on the Trinity University campus.
b. Environmental Health & Safety will orient new employees during their six-month probationary period on procedures for reporting accidents and injuries.
c. Department supervisors will orient new employees regarding specific safety practices in their respective areas.
    1. Supervisors are to advise those employees exposed to hazardous materials of their rights under the Texas and OSHA Hazardous Communication Standards.
    2. The department supervisor will provide written guidelines that the employee is to follow.
    3. The department supervisor will advise employees of the location of Safety Data Sheets (SDS's) relevant to an employee's work area.

Students

As an educational institution, Trinity University places a special emphasis on safety education as a component of the student's overall learning experience.

a. At the start of each school year, Residential Life staff, in conjunction with Environmental Health & Safety, shall:
    1. advise residents about University safety policies;
    2. advise residents of specific Residential Life safety rules;
    3. advise on occupancy safety policies and rules; and
    4. advise on procedures for reporting emergencies, accidents and injuries.
b. Classroom and Laboratory Safety - Departments with classes and laboratories using specialized equipment shall advise students of safety policies including:
    1. safety practices and procedures to be followed in classroom areas;
    2. course requirements in respect to compliance with safety policies and rules; and
    3. procedures for reporting emergencies, accidents and injuries.
c. Student Activity- The Vice President for Student Affairs shall promulgate a system of supervision to ensure safe practices in the student activity area.
d. Department supervisors will orient employees regarding specific safety practices in their respective units.

Off-Campus Groups Utilizing University Facilities

The official university sponsor of any campus group utilizing university facilities will ensure that safe practices and procedures are followed.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Training	Is defined by OSHA as a planned and organized activity of a consultant (i.e. Trinity University) to impart skills, techniques and methodologies to employers and their employees to assist them in establishing and maintaining employment and a place of employment which is safe and healthful.

Related Documents

Related Content:

OSHA General Duty Clause
Training Requirements in OSHA Standards

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
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Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

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