

NC STATE UNIVERSITY

An Equal Opportunity Affirmative Action Employer


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October 9, 2013

MEMORANDUM

TO: Finance & Business Leadership Team

FROM: Charles Leffler, Vice Chancellor for Finance and Business 

SUBJECT: Safety Training for Existing and Incoming Staff and Visitors

For a safe and effective working environment, it is imperative that we are current with established safety trainings and procedures. Environmental Health and Safety leads these efforts, ensuring our compliance with regulatory requirements that are updated frequently.

For your convenience and to ensure that you and your staff are up-to-date with the most recent requirements, a safety training checklist is attached. It outlines the specific actions you should take depending upon your responsibility and the extent to which you conduct potentially hazardous operations as defined on the checklist. Even if you have completed these actions in the past, please do so again as materials have been updated, including the Manager's Checklist with its revised hazard communication section and new safety training matrix. Other enhancements to help reduce the opportunity for regulatory violations and associated fines include electronic documentation of completed training and the new Hazardous Waste Management Module.

Incorporate these items into your department standard operating procedures to maintain complete and consistent safety training as time passes and personnel change. Please also share this information with all those who have supervisory responsibilities in your division or unit.

For further explanation of this content, please contact Ken Kretchman, Director of Environmental Health and Safety, at 919-515-6860 or ken_kretchman@ncsu.edu.

Safety is the responsibility of each and every one of us. Thank you for your part in making NC State a safe and enjoyable place to work.

cc: David Rainer, Associate Vice Chancellor for Environmental Health and
Public Safety
Ken Kretchman, Director of Environmental Health and Safety
Safety Officers

SAFETY TRAINING CHECKLIST

Environmental Health & Public Safety

October 2013

Help ensure safe working conditions by keeping up-to-date on university safety policies and trainings. Use the checklist below to verify completion of training modules and policies. For more information, contact Ken Kretchman, Director of Environmental Health and Safety at 919-515-6860 or ken_kretchman@ncsu.edu.

	Action	Link	Date Completed
ALL MANAGERS			
General safety policies Keep up-to-date on University Safety Policies.	Review NC State University Environmental Health And Safety Policies, particularly sections 2.6.3 and 2.6.4.	http://www.ncsu.edu/ncsu/ehs/www99/left/policy/Policies%20and%20Procedures.pdf	
For incoming staff and visitors Establish departmental process to ensure all incoming staff and visitors receive minimum necessary training to work safely and in compliance with applicable regulations. <i>(This includes all new persons, such as temporary employees, visitors, managers, supervisors, etc.)</i>	Complete Manager's Safety Orientation Checklist.	http://www.ncsu.edu/ehs/2010/managercklst.html	
	Complete other training the supervisor of the space, person, or activity feels is appropriate for the work to be conducted.	N/A	
MANAGERS MEETING THE FOLLOWING CRITERIA:			
<ul style="list-style-type: none"> Responsible for a safety plan (e.g. laboratories, machine shops and other spaces where hazardous materials or equipment are used) Supervise persons working with or around chemicals or perform potentially hazardous operations* on campus or in the field 			
For existing staff and visitors Assure that all existing employees covered under the safety plan or who conduct potentially hazardous operations* complete the minimum necessary training to conduct their work safely prior to 12/1/13, regardless of whether this training has been completed previously. <i>(This includes temporary employees, volunteers, managers, supervisors, etc.)</i>	Complete Manager's Safety Orientation Checklist. <i>(Unless completed after 2/1/13.)</i>	http://www.ncsu.edu/ehs/2010/managercklst.html	
	Complete Hazard Communication Training. <i>(Unless completed after 2/1/13.)</i>	http://www.ncsu.edu/ncsu/ehs/www99/right/handsMan/hazcomm/hazard.html	
	Complete new Hazardous Waste Management Module for those who may generate hazardous waste.	http://www.ncsu.edu/ehs/hazwaste/index.htm#hazwasteedu	
	Participate in other training the PI feels is appropriate for laboratory.	N/A	
	Ensure that all employees are equipped with and utilize the proper personal protective equipment for their operations. Do so by reviewing safety plan with those who access space or supervise work.	N/A	

* Potentially hazardous operations include any chemical work, laboratory work, field operations, maintenance and repair or other work outside the scope of a typical office or computing laboratory.

A number of questions have been received by Environmental Health and Safety related to communications on required training that is due by December 1, 2013. This Q&A compilation, along with your review of the below Safety Training Checklist Matrix, should address many questions. If not, the contacts listed at the end of this document can be consulted. Our apologies for any confusion related to our efforts to achieve the necessary training in the most efficient manner, which remains our goal.

Please review the Safety Training Checklist Matrix below, before viewing the subsequent questions and answers. You may find your questions are answered with this document.

SAFETY TRAINING CHECKLIST
Environmental Health & Public Safety
October 2013

Help ensure safe working conditions by keeping up-to-date on university safety policies and trainings. Use the checklist below to verify completion of training modules and policies. For more information, contact Ken Kretchman, Director of Environmental Health and Safety at 919-515-6860 or kwkretch@ncsu.edu.

Action	Link	Date Completed
ALL MANAGERS		
General safety policies Keep up-to-date on University Safety Policies.	Review NC State University Environmental Health And Safety Policies, particularly sections 2.6.3 and 2.6.4. http://www.ncsu.edu/ncsu/ehs/www99/left/policy/Policies%20and%20Procedures.pdf	
For incoming staff and visitors Establish departmental process to ensure all incoming staff and visitors receive minimum necessary training to work safely and in compliance with applicable regulations. <i>(This includes all new persons, such as temporary employees, visitors, managers, supervisors, etc.)</i>	Complete Manager's Safety Orientation Checklist. http://www.ncsu.edu/ehs/2010/managercklst.html	
	Complete other training the supervisor of the space, person, or activity feels is appropriate for the work to be conducted. N/A	
MANAGERS MEETING THE FOLLOWING CRITERIA: <ul style="list-style-type: none"> Responsible for a safety plan (e.g. laboratories, machine shops and other spaces where hazardous materials or equipment are used) Supervise persons working with or around chemicals or perform potentially hazardous operations* on campus or in the field 		
For existing staff and visitors Assure that all existing employees covered under the safety plan or who conduct potentially hazardous operations* complete the minimum necessary training to conduct their work safely prior to 12/1/13, regardless of whether this training has been completed previously. <i>(This includes temporary employees, volunteers, managers, supervisors, etc.)</i>	Complete Manager's Safety Orientation Checklist. <i>(Unless completed after 2/1/13.)</i> http://www.ncsu.edu/ehs/2010/managercklst.html	
	Lab Personnel - Complete Hazard Communication Training. <i>(Unless completed after 2/1/13.)</i> http://www.ncsu.edu/ehs/CHP/CHP.html	
	Non-Lab Personnel - Complete Hazard Communication Training. <i>(Unless completed after 2/1/13.)</i> http://www.ncsu.edu/ncsu/ehs/www99/right/handsMan/hazcomm/hazard.html	
	Lab or Non-Lab Personnel - Complete new Hazardous Waste Management Module for personnel who may generate hazardous waste. <i>(Unless completed after 10/1/13.)</i> http://www.ncsu.edu/ehs/hazwaste/index.htm#hazwasteedu	
	Participate in other training the PI feels is appropriate for laboratory. N/A	
	Ensure that all employees are equipped with and utilize the proper personal protective equipment for their operations. Do so by reviewing safety plan with those who access space or supervise work. N/A	

* Potentially hazardous operations include any chemical work, laboratory work, field operations, maintenance and repair or other work outside the scope of a typical office or computing laboratory.

If you are an administrative person, defined as anyone who does not use chemicals or work with hazardous equipment or processes, you need do nothing unless you are a supervisor. In that case, simply review your [safety responsibilities](#) (Click on link).

Those who have completed the [Manager's Safety Orientation Checklist](#) and the appropriate [Hazard Communication training](#) *after* February 1, 2013 do not need to repeat this training. All persons who use hazardous materials must complete the appropriate [hazardous waste training](#) module, unless completed after October 1, 2013, as these modules are newly developed.

Please remember to have ALL new employees, student workers, and volunteers complete the [Manager's Safety Orientation Checklist](#) when they begin employment.

Q&A List

Q. One of the Training Modules is Entitled Manager's Safety Orientation Checklist. Does this mean only Managers need to complete it?

A. The Managers Safety Orientation Checklist is for all personnel to complete when they are first hired. The title is intended to remind participants that at least part of the checklist completion process should involve the employee's supervisor. For those who require retraining, it is best to meet as a group with the supervisor to review the form. However, each person needs to complete the [Manager's Safety Orientation Checklist](#) online so the training can be electronically recorded.

Q. I am an "administrative person" who, according to your definition, does not work with chemicals, hazardous equipment, or hazardous processes. What do I need to do?

A. Minimum requirements for existing administrative personnel who meet your description need do nothing with regard to this training. If you are a manager or supervisor, you need only review the [NC State Safety policy](#).

Q. I am an NC State employee with a county extension assignment, who is located at a county office. What do I need to do?

A. You need to do the same things as described for a campus employee. Supervisors review their safety responsibilities via the [NC State Safety Policies document](#). Individuals working with chemicals in the field must review the hazard communication module and the non-lab hazardous waste training module. You will need to follow the local practices and complete any training offered through the county regarding safety as well.

Q. When I complete a training module, what do I do with the records?

A. When you complete the Managers Safety Orientation Checklist, any of the hazard communication modules and quiz, and either of the hazardous waste training modules and

quiz, your training is recorded electronically. Some of the modules generate communications to your manager that training is complete and generate a form that you can file in your department personnel folder, which is good practice. However, the electronic record is the official record for the university, so use of paper forms for department documentation can be omitted, based on your department's preference.

Q. As a supervisor, how do I check to see if my personnel have completed the required training?

A. Visit the [EHS Training Archive Records webpage](#) to select the safety training records lookup feature. Each supervisor can search their employee by name to review their training. The training titles as they are listed in the database are:

1. *Managers Safety Training Checklist*
2. *HAZARD COMMUNICATION or Chemical Hygiene Plan*
 *the employee would need to take one or the other (persons who work in labs should take Chemical Hygiene Plan training, others who work with chemicals outside of labs take Hazard Communication). If an employee does both, take Chemical Hygiene Plan training.
3. *Lab Waste Mgmt Training (otherwise known as Hazardous Waste Management Module)*

Q. I've taken some of this training before, why do we need to repeat it?

A. Over time, new regulations have been enacted. Our training modules have been updated to cover the new information. Also, the hazardous waste training modules are very new and contain expanded information to help your department and the University avoid regulatory violations and associated monetary penalties. This is an area which is frequently inspected by personnel from state and federal regulatory authorities.

In addition to the training requested at this time, please remember to have ALL new employees, student workers, and volunteers complete the [Managers' Safety Orientation Checklist](#) when they begin employment.

For additional assistance or questions, please contact [Scott Mabry](#) or [Ken Kretchman](#)