



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – TRAINING REQUIREMENTS

#### 1.0 Scope and Application

Various policies contained in the safety manual require employee training on both an initial and recurring basis. For convenience, these requirements have been summarized in Appendix C of the safety manual. Consult the individual policies for more details regarding training type and frequency.

#### 2.0 Responsibilities

**Risk Management:** Support and management of this policy.

**Department Heads:** Ensures that the requirements of this policy are completed as required. Ensures that all employees within their department receive appropriate training and instruction on all safety policies applicable to their job.

**Supervisors:** Ensures attendance of employees at all training sessions.

**Employees:** Attend all scheduled training sessions.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

#### 3.0 Departmental Polices and Requirements

The safety training requirements summarized in this policy represent minimum safety related training that shall be provided to employees. Additional safety related training may be provided within each department.

#### 4.0 Definitions

**Authorized Employee:** Employees specifically authorized by management to perform certain job related tasks.

**Affected Employee:** Employees who are affected by the activity being performed.

#### 5.0 Training

Department Heads and Supervisors will receive training in this policy at their time of assignment and whenever this policy is revised. Training shall be provided to affected employees at the intervals listed below. Affected employees are described in the individual safety policies:

- To all new employees before they begin a specific task that requires training.
- As required by a specific safety policy contained in the safety manual.
- As a component of regularly scheduled department meetings.
- As a component of on-the-job training.
- When employees are assigned to new jobs.



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- When new equipment, tools, or processes are introduced.
- When new hazards are identified.
- Whenever Supervisors believe additional training is necessary.
- Whenever employees demonstrate a lack of understanding of the training received.

### 6.0 Documentation Requirements

Documentation showing that employees have received training in the requisite program areas shall be kept by individual departments.

### 7.0 Method of Training

Department Heads are free to utilize instructional and training methods that best fit their departmental needs provided that such methods are effective and comply with all applicable OSHA, Department of Safety and Professional Services, Dane County requirements, and any other applicable local codes and ordinances.

**End Policy**