This Risk Management Memo provides information concerning employee safety training requirements. Employee safety training provides information and awareness that can result in fewer injuries and illnesses; reduces the university’s workers’ compensation costs; and provides an avenue for employee feedback on safety issues. Failure to provide safety training may cause the university to incur unnecessary liability and may create personal liability exposure for managers and supervisors.

**Background**

Various federal and state environmental health and safety regulations mandate specific safety training. The campus Injury and Illness Prevention Program (July 1991), a legally required program enforced by Cal/OSHA, assigns responsibility to campus managers and supervisors for ensuring that all employees are knowledgeable about the materials and equipment they work with, know what hazards are present in the workplace, and know how to control them.

To assist managers and supervisors in meeting their employee safety training responsibilities, Safety and Risk Management has developed numerous training programs designed to provide employees with knowledge and skills necessary to eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.

**Campus Safety Training Program**

Safety and Risk Management shall identify, based on job classification and duties, the legally mandated training required for each employee and provide written notification to appropriate administrators. A calendar of training sessions shall accompany each notification. Appropriate administrators shall ensure that each identified employee attend a training session for each of the identified training requirements. Mandatory training includes, but is not limited to, blood borne pathogens, confined space entry, hearing conservation, respiratory protection, hazard communication, and fire and life safety.

**Non-Mandated Safety Training**

Safety and Risk Management periodically offers safety training sessions which are not legally mandated; however, attendance is highly encouraged. Non-mandatory training includes ergonomics, emergency preparedness, and back injury prevention.

**Cost**

There is no cost to any department or administrative unit for employee safety training.

**FORMS:** NA