



Subject: Safety and Health Training	Published Date: 12/30/16
Occupational Safety	Next Review Date: 12/30/19
Scope: University Wide	Original Creation Date: 1997

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Responsible Department/Division/Committee:

Environmental Health and Safety

Policy:

The Department of Environmental Health and Safety offers a variety of safety training programs to the University. Departments are encouraged to review the following required or recommended topics and identify those employees who should be scheduled for training.

Definitions:

NA

Procedures:

A. Responsibility

1. The Department of Environmental Health and Safety develops various training programs required for compliance with local, state and federal environmental health and safety regulations.
2. Departments are responsible for scheduling training classes for their employees. To schedule training, contact the Department of Environmental Health and Safety. Employees are responsible for attending classes that they have been scheduled for.
3. All of these training programs are provided by the Department of Environmental Health and Safety at NO cost to the requestors. Class schedules can be found on the Stony Brook Environmental Health and Safety website (<https://ehs.stonybrook.edu/>) or by calling 631-632-6410.

B. Training offered

1. EFS 001: General Fire Safety

- a. Who Should Attend: Required at initial assignment and at least annually thereafter for all University employees and students.

2. EFS 002: Fire Safety Warden Program

- a. Who Should Attend: Required at initial assignment and at least annually thereafter for all University employees designated as Fire Safety Wardens.

3. EFS 003: Fire Extinguisher Training

- a. Who Should Attend: Required at initial assignment and at least annually thereafter for all University employees working in locations where fire extinguishers are present for employee use.

4. EFS 008: AED/CPR Training

- a. Who Should Attend: Required at initial assignment and every 2 years thereafter for University department designated employees where AEDs are present.

5. EIH 001: Asbestos Awareness

- a. Who Should Attend: Required prior to or at time of initial assignment and at least annually thereafter for all University employees who have the possibility of exposure to airborne asbestos fibers at concentrations at or above the PEL or excursion limit and to all staff who perform housekeeping and custodial duties.

6. EIH 002: Hearing Conservation

- a. Who Should Attend: Required annually for all University employees included in the Hearing Conservation Program. This training is an initial and annual requirement for supervisors and employees in the following listed departments.

7. EIH 004: Personal Protective Equipment (PPE)

- a. Who Should Attend: Required initially for all University employees who in the course of their work are required to wear personal protective equipment (PPE). Note: Retraining is required whenever assigned PPE becomes obsolete.

8. EIH 005: Respiratory Protection

- a. Who Should Attend: Required annually for University employees who are required to wear a respirator in the course of their job assignments. This training is an initial and annual requirement for supervisors and employees.

9. ELS 002: Laboratory Safety - Chemical Hazard

- a. Who Should Attend: Required one-time for all University employees performing laboratory operations where chemicals are present.

10. ELS 003: Laboratory Safety - Biological Hazards

- a. Who Should Attend: Required for University employees working in BSL 1, BSL 2 & 3 labs. Required annually for University employees working in BSL 2 & 3 labs.

11. ELS 008 Lab Safety Awareness for Non-Lab Staff

- a. Who Should Attend: University staff (e.g. Building Managers, CO&M) and contractors who are working in laboratories need to be made aware of the potential hazards they may encounter. Note: This training does not replace other required OSHA training. This training is only to make you aware of the hazards potentially found in SBU labs.

12. ELS 009 Lab Safety – Formaldehyde

- a. Who Should Attend: All lab staff who work in an area where formaldehyde (including formalin and paraformaldehyde) is used. The training must be provided at the time of initial assignment and whenever a new exposure to formaldehyde is introduced into the work area. The training must be repeated annually.

13. ELS 015: Laboratory Safety Coordinator

- a. Who Should Attend: Everyone who has been assigned to be a Lab Safety Coordinator by their supervisor or department chair is required to take this course.

14. ELS 017: Laboratory Supervisor Safety

- a. Who Should Attend: Required annually for all University employees who supervise High School Students. Recommended for all University employees who supervise new laboratory researchers or work as Teaching Assistants in laboratory classes.

15. ELS 024 Nitric Acid Safety and Security

- a. Who Should Attend: All faculty, staff and students who work with nitric acid. The training must be repeated annually. This training must be successfully completed to be in compliance with the EH&S Nitric Acid Security Plan.

16. ENV 001: Hazardous Waste Management

- a. Who Should Attend: Required prior to or at the time of initial assignment for all hazardous waste generators (i.e. if you generate hazardous chemical waste as a result of a process, such as a research experiment or classroom exercise). Required prior to or at the time of initial assignment for all University employees who are responsible for the management, storage and/or disposal of hazardous chemical waste. Follow-up training is required anytime the hazardous waste generating process changes.

17. ENV 003: Spill Kit Use

- a. Who Should Attend: Required initially for non-laboratory staff and University employees who use spill kits.

18. ENV 004: Spill Prevention, Control and Countermeasures

- a. Who Should Attend: Required within 6 months of starting work and an annual refresher thereafter. Required for all University employees who work with or manage the storage of oil products.

19. ENV 005: Regulated Medical Waste

- a. Who Should Attend: Required prior to or at the time of initial assignment for all regulated medical waste generators (i.e. if you generate regulated medical waste as a result of a process, such as a research experiment or classroom exercise). Required prior to or at the time of initial assignment for all University employees who are responsible for the management, storage and/or disposal of regulated medical waste. Follow-up training is required anytime the regulated medical waste generating process changes.

20. ENV 006: Universal Waste Management

- a. Who Should Attend: Required one-time within 6 months of starting work. Required for all University employees who work with or manage the storage of universal waste.

21. ENV 009: Elementary Neutralization

- a. Who Should Attend: Required for employees that neutralize corrosive materials solely for the purpose of disposal.

22. ENV 010: Solvent Recovery

- a. Who Should Attend: Required for any person conducting solvent recovery through re-distillation.

23. ENV 012: Signing a Regulated Medical Waste Manifest

- a. Who Should Attend: Current United States Department of Transportation (USDOT) regulations require training prior to or within 90 days of initial assignment (under direct supervision of someone who has been properly trained) and retraining (at least every 3 years) of all employees who perform work functions covered by the Hazardous Materials Regulations (HMR). Any Stony Brook University employee involved in preparing or transporting hazardous materials would be considered a hazmat employee by the HMR*. ** Regulated Medical Waste is covered under the HMR!* The USDOT therefore requires those who sign the Regulated Medical Waste (RMW) shipping records/manifest be properly trained on this specific job function.

24. EOS 002: Electrical Safety / LOTO

- a. Who Should Attend: Required prior to initial assignment for all University employees working on or around live electrical equipment such as in mechanical and electrical equipment rooms. Required for all University employees who make entry or standby for the entry of another worker into a confined space.

25. EOS 004: Occupational Exposure to Bloodborne Pathogens

- a. Who Should Attend: Required annually for all University employees who are potentially exposed to human or primate blood, tissue, cells or body fluids in the course of their work.

26. EOS 005: Confined Space

- a. Who Should Attend: Required prior to initial assignment, change in assignment duties, and change in permit space operations that presents a hazard which the employee has not been trained. Required for all University employees who make entry or standby for the entry of another worker into a confined space.

27. EOS 007: Machine, Hand and Power Tool Safety

- a. Who Should Attend: Required prior to initial assignment or change in assignment duties. This training is required for all University employees working at or around power tools, working with machinery or with hand tools.

28. EOS 008: Ladders and Elevated Work Platforms

- a. Who Should Attend: Required prior to initial assignment or change in assignment duties. This training is required for all University employees working with any type of ladder and/or elevated work platform. Scaffolding is not included in this training. Please contact the department of Environmental Health and Safety for Scaffold Specific training. (631-632-6410)

29. EOS 009: Welding Safety (Hot Work)

- a. Who Should Attend: Required one-time for all University employees who use welding equipment, cutting torches, or brazing equipment.

30. EOS 011: Ergonomics/Manual Material Handling

- a. Who Should Attend: Recommended to all University employees who lift, carry, or handle heavy and/or bulky materials.

31. EOS 015: Supervisor's Safety Responsibilities

- a. Who Should Attend: This training is recommended for all University Supervisors that have the responsibility to investigate and report accidents or injuries that occur to their employees while at work and are required to take immediate steps to correct unsafe conditions.

32. EOS 016: Shipping of Dangerous Goods

- a. Who Should Attend: This training is required for all University employees that pick pack or ship hazardous materials for transport.
- b. The transportation of dangerous goods regulations require that, with few exceptions, every person engaged in the handling, offering for transport or transporting of dangerous goods be trained in the area of handling such goods.
- c. Training Required prior to and every 2 years thereafter for all University employees who transport, causes to be transported or ship dangerous goods to include:
 - 1) Dry ice (click for more information)
 - 2) Infectious and/or diagnostic specimens
 - 3) Flammable
 - 4) Combustible
 - 5) Corrosive
 - 6) Reactive
 - 7) Oxidizing
 - 8) Toxic
 - 9) Radioactive
 - 10) Infectious

33. EOS 017: Powered Industrial Trucks

- a. Who Should Attend: Required prior to permitting University employees to operate a powered industrial truck (i.e., forklifts or any mobile power-propelled equipment used to carry, push, pull, lift, stack, or tier material such as:

34. EOS 018: Hazard Communication / Right-to-Know

- a. Who Should Attend: Required annually for all University employees who are New York State employees.

35. EOS 021: Food Safety

- a. Who Should Attend: Required initially for University employees who initiate food permits.

36. EOS 022: Health and Safety in the Arts

- a. Who Should Attend: Required one-time for all University employees who are instructing or involved in any discipline of the arts.

37. EOS 025: OSHA 10-Hour Construction Safety and Health

- a. Duration: 10 Hours Note: OSHA regulations forbid this course be given in one continuous 10-hour session. Therefore, this course is given in two 5-hour sessions.
- b. Who Should Attend: Required one-time only for all University employees who are new to the construction industry and as a reminder to those who have been working in the construction industry to the hazards associated with their work. This course is ideal for supervisors with safety and health responsibilities and for employee safety and health awareness. Upon successful course completion, you will be given a Department of Labor OSHA 10-Hour Construction Safety and Health course completion card. Note: To receive full credit and be issued an OSHA 10-Hour Construction Safety and Health course completion card, attendees MUST attend both sessions in their entirety.

38. EOS 029: Machine Shop Safety

- a. Who Should Attend: Required before working in any machine shop on campus and must be repeated after 5 years for students.

39. ERS 001: Initial Radiation Lab Safety Training

- a. Who Should Attend: University employees planning to use radioactive materials must complete this course prior to start of work.

40. ERS 002 Annual Radiation Safety Refresher

- a. Who Should Attend: All currently authorized radiation users are required to complete this training on an annual basis. Please note, if you have not attended initial radiation safety training, completion of this course DOES NOT authorize you to use radioactive materials on campus. Call 2-9675 to schedule initial radiation safety training.

41. ERS 003 Laser Safety Training

- a. Who Should Attend: All university personnel who plan to use Class 3 and/or Class 4 lasers. Completing this course along with formal authorization from the Laser Safety Officer will officially authorize you to work with laser devices on campus. If you have any questions, please call 2-6410.

42. ERS 006 X-ray Diffraction Safety

- a. Who Should Attend: All university personnel who plan to work with analytic x-ray devices must successfully complete this course. Completing this course along with formal authorization from the

Radiation Safety Officer will officially authorize you to work with analytic x-ray devices on campus. If you have any questions, please call 2-6410.

43. ERS 010 General Radiation Awareness

- a. Who Should Attend: All university personnel whom may enter a radiation restricted area by virtue of performance of their regular job duties. If you have any questions, please call 2-6410.

Forms: NA

Policy Cross Reference: NA

Relevant Standards/Codes/Rules/Regulations/Statutes:

References and Resources: NA