



# Administrative Procedure

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**Subject:** UNIVERSITY REGULATORY TRAINING REQUIREMENTS

1.0. PURPOSE:

To provide direction and guidance to University departments on the requirements for employee safety and health training in accordance with established regulatory standards, statutes and orders.

2.0. ORGANIZATIONS AFFECTED:

2.1. All faculty and staff employees of the University, excluding employees of the University-Student Union, University Auxiliary Services, Inc., University-Student Housing, Associated Students, Inc., specially funded projects, and tenants of the University.

3.0. REFERENCES:

- 3.1. [California Code of Regulations, Title 8, General Safety Orders, Sections 3200 through 6184.](#)
- 3.2. [California Code of Regulations, Title 8, Construction Safety Orders, Sections 1500 through 1938.](#)
- 3.3. [California Code of Regulations, Title 8, Electrical Safety Orders, Sections 2299 through 2974.](#)
- 3.4. [CSULA University Chemical Hygiene Plan \(CHP\).](#)
- 3.5. [CSULA Injury & Illness Prevention Program \(IIPP\).](#)
- 3.6. [CSULA Hazard Communication Program.](#)
- 3.7. [CSULA Administrative Procedure 419 – Asbestos Management.](#)
- 3.8. [CSULA Employee Safety Handbook.](#)

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

4.0. POLICY:

- 4.1. It is the policy of California State University, Los Angeles (CSULA) to provide training for employees in compliance with established regulatory requirements.
- 4.2. It is the policy of CSULA that employees attend the training required of them based on the occupational safety standards for the University and matrix provided herein.

5.0. DEFINITIONS:

- 5.1. Job Safety Classification – is a pre-determined category encompassing numerous University job classifications for application to the University Safety Training Matrix.

6.0. RESPONSIBILITIES:

6.1. The Risk Management & Environmental Health and Safety (RM/EHS) Office will:

- 6.1.1. Continually develop, implement and monitor safety training programs to ensure that such training adheres to regulatory requirements.
- 6.1.2. Provide access to the University Safety Training Matrix by various means and methods (on-line and hardcopy).
- 6.1.3. Retain documentation for all training performed by the RM/EHS Office for a period of three (3) years.

6.2. Departmental Supervisors, Managers, Directors and Executive Management will:

- 6.2.1. Periodically review and assess the implementation of this policy in their respective areas to ensure conformance with established guidelines.
- 6.2.2. Determine the training obligations of employees based on the matrices in Appendix 8.1. and 8.2. and ensure the availability and adherence of said employees to attending Environmental, Health & Safety (EHS) training.
- 6.2.3. Ensure the attendance at established training for the University.
- 6.2.4. Provide the RM/EHS Office feedback on training performance and delivery options to continually improve on employee satisfaction and understanding.
- 6.2.5. Document and maintain records of employee attendance at EHS training and/or training conducted by the department or an outside provider for a period of at least three (3) years within the department office or Human Resources Management (HRM) employee record. If the training is conducted by the department or an outside provider, retain copies of training records for three (3) years to include: employee's name, training date(s), type or title of training with outline if available, and identification (name/title/firm) of the training provider.

6.2.6. Determine additional training requirements based on unique job duties and responsibilities which are not considered routine or “normal” to the position classification. These guidelines are considered a baseline and specific jobs require that the employee engage in activities which may be unique to a discipline or department. Under these conditions it is the responsibility of the immediate supervisor to ensure that the employee attends relevant training to those safety exposures. Consultation with the RM/EHS Office is available for determining appropriate training classes.

6.2.7. Retain documentation for all training performed by the department for a period of three (3) years.

6.3. All University Employees will:

6.3.1. Attend established EHS training pursuant to the matrices in Appendix 8.1. and 8.2.

6.3.2. Make up any missed or cancelled training opportunities within a reasonable period not to exceed three (3) months from the initial scheduled appointment.

6.3.3. Attend established (HRM) training as required or directed by the University.

6.4. Human Resources Management (HRM) will:

6.4.1. Retain documentation for all training performed by HRM for a period of three (3) years.

7.0. PROCEDURES:

7.1. The Risk Management & Environmental Health and Safety Office will periodically survey and consult with the University community to determine if opportunities exist in enhancing the implementation and conformance to this Administrative Procedure.

7.2. Departmental Supervisors, Administrators, Directors and Executive Management will:

7.2.1. Annually review the implementation of this Administrative Procedure for conformance to established guidelines in their respective areas.

7.2.2. Determine the course of action to be taken when conflict occurs in the implementation of this Administrative Procedure. This may include consultation with department supervision, Risk Management & Environmental Health and Safety Director and/or representatives of the staff or faculty. Staff or faculty representation should include Unit Safety Stewards and CSULA Human Resources Management.

7.2.3. Administer and document adherence to the University Safety Training Matrix (see Appendix 8.1. and 8.2.) for both new and current employees to afford each the same level of safety awareness and understanding.

7.2.4. Consult with the RM/EHS Office in determining appropriate training classes.

8.0. APPENDICES:

8.1. [University Safety Training Matrix.](#)

8.2. [University Job Safety Classification Matrix.](#)