



### **Scope**

This policy<sup>1</sup> applies at the Trust level and at the member level.

### **Purpose**

The purpose of this procedure is to provide guidance and structure to the safety training programs provided to employees. Training is provided to ensure supervisors and employees have the necessary skills to identify hazards in their operations and protect themselves from those hazards through the development of engineering controls, proper selection and use of personal protective equipment, following written procedures, and other proactive safety measures.

### **Trust-Level Responsibilities**

The PennPRIME Manager of Loss Control Services will assist each member in determining what training is necessary and assist in providing the training and/or procuring a source for the training.

### **Member-Level Responsibilities**

On the line below, list the job title of the person who has primary responsibility for oversight of all safety training. \_\_\_\_\_

Each member is required to provide safety training and new employee orientation for all employees. Training can be done through various methods including: classroom instruction, on the job or hands-on training, and on-line training. Examples of safety related topics applicable to all members include, but is not limited to:

- Chemical Safety (AKA: Hazard Communication, Global Harmonizing System, PA Worker and Community Right to Know Act for Public Sector Employees)
- Personal Protective Equipment (PPE)
- Fire Prevention
- Emergency Preparedness and Response
- Workers' Compensation and Injury Reporting

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<sup>1</sup> The content of this policy is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund's AIPP Requirements
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7



In addition, all employees shall receive specific safety training in their department or area, designed for the job they will perform. For example, supervisors will instruct new public works staff in the safe way to handle the chemicals used, how not to mix incompatible chemicals, how to use their personal protective equipment, how to safely operate the parts washer, etc.

Training will be provided to employees initially upon hire (as part of the new employee orientation), when an employee changes work positions that exposes them to new or different risks, when a new process or material/chemical is introduced into the workplace that presents a new or different risk, and/or when an employee demonstrates that they did not fully understand the requirements outlined in previous training. Retraining or refresher training will be provided to employees on a frequency determined by the nature and risk associated with the topic.

Documentation will be maintained for all safety training to verify that the training was conducted. The documentation will include, at a minimum:

- Topic of the training
- Date of the training
- Instructor or provider of the training
- Name(s) of the employee(s) attending the training

Documentation of member training will be made available to the PennPRIME Manager of Loss Control Services upon request.