

Standards of Practice Manager's EH&S Training Needs Assessment

Document Authority:	EH&S Coordinator	Document Custodian:	EH&S Coordinator
Effective Date:	02.01.17	Issuing Dept:	College of Agriculture EH&S Office
Next Review Date:	02.01.20	Control Tier:	II
Document Number:	NEO001		

I. PURPOSE

The purpose of this procedure is to identify EH&S training needs for new College of Agriculture (COA) staff and employees whose job duties have changed, possibly exposing them to new risks within their workplace.

II. SCOPE

All KSU COA new employees and employees whose job duties have changed need to participate in EH&S training based on the risks they encounter in their workplace. This includes, but is not limited to viewing the Dean's video message, completing the checklist (Appendix A), and finishing the required training.

III. CONSEQUENCES OF DEVIATION

Not knowing what the acceptable work practices are or not following them when working in an office, lab or on a field site exposes the employee to a greater risk of injury and damage to the environment.

IV. KEY RESPONSIBILITIES, ACTIVITIES AND DOCUMENTATION

PI/Manager/Area Supervisor: As the new employee's supervisor or the supervisor of an employee whose job duties have changed, you are responsible for assessing the safety needs of the employee, completing the onboarding checklist (Appendix A), submitting the checklist to the EH&S Office and completing the required training for the employee as specified by the EH&S Office.

Employee: As a new employee or an employee whose job duties have changed, it is paramount that you understand acceptable safety and environmental work practices are in the conduct of your work. Not following them can expose you and your co-workers to injury or illness, and can cause damage to the environment. The EH&S Office and your Department have created an onboarding checklist (Appendix A) to better equip you to conduct your work in the College of Agriculture safely, without injury or illness.

EH&S Office: The EH&S Office is responsible for facilitating the delivery of the training material to the PI/Manager/Area Supervisor. Contact the EH&S Office on questions regarding training and assessment needs.

VI. RELATED DOCUMENTS & TOOLS

[Dean's Message](#)

Revision Log			
REVISION DATE	REVISION NO.	REVISION AUTHORITY	NATURE OF REVISION
10/04/2016	0	EH&S Coordinator	Date of Original Document Issuance
01/2020/17	6	EH&S Coordinator	Edits from the Departmental EH&S Coordinators

**Controlled documents are maintained electronically.
Printed documents are UNCONTROLLED.
Prior to relying on a printed document, verify that it is current.**

Standards of Practice

Manager's EH&S Training Needs Assessment

Appendix A

Employee Name:	Department:
PI/Manager/Area Supervisor:	Date:

It is important to train employees on the potential EH&S hazards they may be exposed to in the course of their work. This is especially important when onboarding a College of Agriculture (COA) new employee and at any time when an employee's job duties change, possibly exposing them to new risks within their workplace. This document needs to be completed upon employment and at any time when the employee's job duties change. A change in job duties may expose the employee to new risks within the workplace. Please note that some training is regulatory driven and some is optional. This optional training will provide additional subject matter knowledge.

If the employee does work in several categories (work in a lab, uses power tools, and drives a forklift) review each category below to ensure that the employee is obtaining the appropriate training.

After you have checked the box(es) that apply to the employee, click submit (agsafe@ksu.edu) at the end of this document. You will be provided an e-mail with linkages to the required and optional training for your employee that supplements the departmental training requirements.

<input checked="" type="checkbox"/>	Hazard Assessment (The EH&S Office is available to assist in completing workplace hazard assessments.)
<input type="checkbox"/>	1. Risk Assessment: Assess the hazard(s), specifically work practices and the work conditions
<input type="checkbox"/>	2. Job-Specific Risk Assessments: Job Safety Analysis (JSA) <input type="checkbox"/> ; Personal Protective Equipment (PPE) <input type="checkbox"/>
<input type="checkbox"/>	3. Risk Priority: Rank the hazards based on individuals exposed, likelihood of occurrence, severity, etc.
<input type="checkbox"/>	4. Risk Mitigation: Actions focused on eliminating or reducing the risk
<input checked="" type="checkbox"/>	Laboratory/Chemical Safety
<input type="checkbox"/>	5. Lab Setting: Use hazardous materials in the laboratory (this includes oils, solvents, paints, gases, etc.)
<input type="checkbox"/>	6. Non-Lab Setting: Use hazardous materials in a workplace other than a laboratory (field sites, shops, etc.)
<input type="checkbox"/>	7. Waste Management: Generate hazardous waste in the course of work
<input type="checkbox"/>	8. Ship or Transport: Prepare to ship or transport any quantity of hazardous materials
<input type="checkbox"/>	9. Pesticide Use: Use or supervise those that use agricultural pesticides
<input type="checkbox"/>	10. Maintenance or Service: Enter laboratory to maintain or service equipment
<input type="checkbox"/>	11. Emergency Response: Train in spill clean-up procedures
<input checked="" type="checkbox"/>	Biological Safety and Bloodborne Pathogens
<input type="checkbox"/>	12. Bloodborne Pathogens: Risk of exposure to blood and bodily fluids
<input type="checkbox"/>	13. BSL Containment: Use or supervise a laboratory requiring containment: BSL1 <input type="checkbox"/> ; BSL2 <input type="checkbox"/> ; BSL3 <input type="checkbox"/>
<input type="checkbox"/>	14. Select Agents: Work with select agents
<input type="checkbox"/>	15. Sharps: Use and disposal in approved sharps containers
<input type="checkbox"/>	16. Maintenance or Service: Enter BSL1, BSL2, or BSL3 laboratory to maintain or service equipment
<input checked="" type="checkbox"/>	Animal Handling
<input type="checkbox"/>	17. Animal Behavior: Understand behavior to avoid accidents
<input type="checkbox"/>	18. Animal Handling: Come in physical contact with any animal species and their bedding or holding areas
<input type="checkbox"/>	19. Asthma and Allergies: Risk of exposure to danger, fur, body waste and saliva
<input type="checkbox"/>	20. Work Conditions: Ventilation, traction, proper access for animals and people, escape routes for handlers
<input checked="" type="checkbox"/>	Motorized Equipment
<input type="checkbox"/>	21. Mobile Aerial Lifts: Operate a mobile aerial lift, scissor lift, boom lift, etc.
<input type="checkbox"/>	22. Forklift: Operate a forklift, battery powered pallet jack, or other material handling equipment
<input type="checkbox"/>	23. Skid-Steer Loader: Operate a skid-steer loader
<input type="checkbox"/>	24. ATV Vehicles: Operate an ATV vehicle
<input type="checkbox"/>	25. Agricultural Equipment: Operate a tractor, combine, backhoe, baler, farm truck, mower, etc.
<input type="checkbox"/>	26. Unmanned Aerial Vehicles (UAV): Use of UAVs in the conduct of work

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<input checked="" type="checkbox"/>	Specialized Tasks
<input type="checkbox"/>	27. Excavation: Trenching (digging below four feet below grade)
<input type="checkbox"/>	28. Fall Protection: Work or supervise those that perform elevated work greater than four feet above work area surface
<input type="checkbox"/>	29. Confined Space: Entry or supervise those who work in confined spaces, e.g., tanks, grain bins, animal waste areas
<input type="checkbox"/>	30. Hot Work: Weld, cut or solder with a torch, braze, or grind
<input type="checkbox"/>	31. Ladder Work: Use or supervise those who work on portable ladders
<input type="checkbox"/>	32. Lock and Tag Out: LOTO hazardous energy sources
<input type="checkbox"/>	33. Electrical Safety: Exposure to electrical hazards
<input type="checkbox"/>	34. Power Tool Safety: Use or supervise the use of electrical powered tools
<input type="checkbox"/>	35. Machine Guarding: Use or supervise the use of industrial equipment
<input type="checkbox"/>	36. Compressed Gases: Work with or use compressed gases
<input type="checkbox"/>	37. Asbestos: Conduct work that could disturb asbestos containing materials
<input type="checkbox"/>	38. Fume Hood: Conduct work in a chemical fume hood
<input type="checkbox"/>	39. Fire Extinguisher: Use portable fire extinguisher for incipient fires
<input type="checkbox"/>	40. Human Factors: Tools and equipment ergonomically designed to conform to the worker
<input checked="" type="checkbox"/>	Personal Safety
<input type="checkbox"/>	41. Eye Protection: The potential for chemical splash or airborne materials requires the use of goggles
<input type="checkbox"/>	42. Hearing Protection: Work in an environment with excessive noise greater than 85dBA TWA
<input type="checkbox"/>	43. Respirators: Airborne work exposure requires the use of a respirator (N95, half-face, PAPR, etc.)
<input type="checkbox"/>	44. Gloves: Work exposure requires the use of gloves selected based on their correct type and protection level
<input type="checkbox"/>	45. Head: Work requires the use of hard hats or bump caps
<input type="checkbox"/>	46. Coveralls: Work requires the donning of chemical resistive coveralls
<input type="checkbox"/>	47. Foot: Work requires the wearing of protective shoes or chemical resistive boots
<input type="checkbox"/>	48. Medical Surveillance: Medically cleared to wear a respirator and work in a hazardous environment
<input checked="" type="checkbox"/>	Physical Demand Criteria
<input type="checkbox"/>	49. Work Acclimatization: Adapt to the new job physical demands and environmental conditions
<input type="checkbox"/>	50. Lifting, Carrying, Pushing, and Pulling: Light (10-20 lbs.) <input type="checkbox"/> ; Medium (25-50 lbs.) <input type="checkbox"/> ; Heavy (50-100 lbs.) <input type="checkbox"/>
<input type="checkbox"/>	51. Thermal Stress: Work in environments where high heat or cold is present
<input type="checkbox"/>	52. Elevated Work: Climb and work at elevation
<input type="checkbox"/>	53. Computer Use: Use a computer or other activity requiring a high degree of repetitive motion
<input type="checkbox"/>	54. Vehicles: Use of state-owned vehicles
<input checked="" type="checkbox"/>	Environmental
<input type="checkbox"/>	55. Spill Prevention and Countermeasure Plan (SPCC): Responsibilities related to the storage of fuels/oils
<input type="checkbox"/>	56. Pollution Collection Devices (Bag Houses/Dust Collectors): Taking opacity readings
<input type="checkbox"/>	57. Waste Management: Manage the disposal hazardous waste
<input checked="" type="checkbox"/>	Radiation Safety
<input type="checkbox"/>	58. Gauge User: Work with gauges that have a radioactive source
<input type="checkbox"/>	59. Radiation Safety: Work with radioactive materials
<input type="checkbox"/>	60. X-Ray Safety: Work with X-Ray producing devices

Submit

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