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

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

**Purpose:** 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.

**Scope:** All K-State 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.

Deliverable: After you have checked the box(s) that apply, return this document to your supervisor.

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

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

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<ul> <li>42. Hearing Protection: Work in an environment with excessive noise greater than 85dBA TWA</li> <li>43. Respirators: Airborne work exposure requires the use of a respirator (N95, half-face, PAPR, etc.)</li> <li>44. Gloves: Work exposure requires the use of gloves selected based on their correct type and protection level</li> <li>45. Head: Work requires the use hard hats or bump caps</li> <li>46. Coveralls: Work requires the donning of chemical resistive coveralls</li> <li>47. Foot: Work requires the wearing of protective shoes or chemical resistive boots</li> <li>48. Medical Surveillance: Medically cleared to wear a respirator in a hazardous work environment</li> <li>49. Work Acclimatization: Adapt to the new job physical demands and environmental conditions</li> <li>50. Lifting, Carrying, Pushing, and Pulling: Light (10-20 lbs.) ] ; Medium (25-50 lbs.) ] ; Heavy (50-100 lbs.) ]</li> <li>51. Thermal Stress: Work in environments where high heat or cold is present</li> <li>52. Elevated Work: Climb and work at elevation</li> <li>53. Computer Use: Use a computer or other activity requiring a high degree of repetitive motion</li> <li>54. Vehicles: Use of state-owned vehicles</li> <li>45. Environmental</li> <li>55. Spill Prevention and Countermeasure Plan (SPCC): Responsibilities related to the storage of fuels/oils</li> <li>56. Pollution Collection Devices (Bag Houses/Dust Collectors): Taking opacity readings</li> <li>57. Waste Management: Manage the disposal of hazardous waste</li> <li>78. Gauge User: Work with gauges that have a radioactive source</li> <li>59. Radiation Safety: Work with radioactive materials</li> </ul>	$\checkmark$	Per	sonal Safety
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		58.	Gauge User: Work with gauges that have a radioactive source
60. X-Ray Safety: Work with X-Ray producing devices		59.	Radiation Safety: Work with radioactive materials
		60.	X-Ray Safety: Work with X-Ray producing devices