

Workplace Hazards and Exposures: Training Procedures

Purpose

The State of Georgia provides workers' compensation, liability, and property insurance to Georgia State as a member institution of the University System of Georgia (USG). The Georgia Department of Administrative Services (DOAS) reviews workers' compensation, liability, and property insurance claims filed against Georgia State and requires the University to participate in the State's Comprehensive Loss Control Program (CLCP) to reduce and mitigate risks in the workplace. An essential component of DOAS's CLCP is a workplace hazards and exposure employee training program. Department managers are responsible for identifying training for their employees.

Scope

The workplace hazards and exposures general safety training program applies to all employees of Georgia State University (GSU). General safety training is in addition to Right-to-Know training required by State law and provided to employees during their onboarding orientation along with other mandated training.

Right-To-Know Basic Awareness with the Global Harmonized System

This training is provided by the USG and is required for all new hires within the first 30 days of employment. It is designed to train employees on the importance and benefits of properly recognizing and safely working with hazardous materials and introduces the Global Harmonized System requirements with an emphasis on new chemical labels and safety data sheets.

Training Procedures

- I. **General Safety Training:** The office of Insurance & Risk Management (IRM) will provide general safety training and educational materials available to all GSU employees. Training will be provided periodically throughout the year and is required for all employees.

Every employee has a responsibility when it comes to safety. Employees will be trained to understand:

- The hazards and potential hazards in the workplace that need to be prevented or controlled; and
- Their role in mitigating risks and reducing hazards in the workplace, and ways to protect themselves and others from workplace hazards.

The main components of General Safety Training are:

- Prevention of falls, slips, and trips;
- Reporting unsafe acts and conditions;
- Procedures for reporting hazardous work conditions;
- Proper storage of hazardous materials in safe and secure locations;
- Push-pull injury prevention and other techniques to reduce common workplace injuries;
- Theft and loss prevention; and
- Overview of safe driving requirements

2. **Specialized Safety and Health Training:** Additional training is required for employees with specific job responsibilities involving workplace hazards and will be conducted according to guidelines detailed in OSHA Publication, 2254. Department heads are responsible for identifying the employees who should participate in the training.

Employees working with hazardous materials or who have specific job functions in hazardous areas, such as labs, are required to take additional training. This training covers specialized safety and health rules of the worksite, specific site hazards, safe work practices needed to help control exposure, and the individual's role in all types of emergency situations.

The Occupational Health and Safety Officer will help ensure the Safety and Health Program training complies with OSHA standards. IRM, together with the Office of Facilities and Research and Environmental Services (RES), will provide training sessions in the following areas for employees with specific risk and hazard exposure in the workplace:

| Training Subject | Employees who should receive the training |
|---------------------------------|---|
| Forklift Safe Operations | Employees who use a forklift |
| Heat Safety | Employees required to work outdoors during the summer months |
| Electrical / Explosion Hazard | Employees who work with electrical tools |
| Machine Safety | Employees who work with compressed air and/or other specialized equipment |
| Work Platform Safety | Employees who work on aerial platforms |
| Ladder Safety | Employees who may be asked to use a ladder |
| Personal Protective Equipment | Employees working with hazardous materials and cleaning supplies |
| Vehicular Safety / Safe Driving | Employees operating a motor vehicle on the job (on or off premises) |
| Bloodborne Pathogens | Employees working in a laboratory setting; are provided by the Office of Research and Environmental Services and any other employees that may have exposure to pathogens. |

Biosafety Awareness, Laboratory, Hazardous Waste, and Radiation Protection are also provided by RES.

3. **Optional Awareness Training:** IRM and Facilities will also provide the following training for employees who wish to receive training in these areas.

Computer Workstation Ergonomic Training

This program is designed to provide knowledge, skills, and educational tools to help identify potential ergonomic-related injuries, recognize ergonomic risk factors, and reduce regionalized risks by using good ergonomic work practices and procedures.

Library Ergonomic Training for Stacking

This program is designed to provide an awareness of ergonomics and how it applies to handling books in the library.

Portable Fire Extinguisher Training / Information

A public service program was created by Brooks Equipment Company with the intention to provide customers and the public easy access to useful information related to the application and proper use of fire extinguishers.

Upon completion of online safety training, a printable certificate is available.