ENVIRONMENTAL HEALTH AND SAFETY MANDATORY TRAINING AND EMPLOYEE HEALTH REQUIREMENTS POLICY B120

04/08/2004

PURPOSE

To provide guidelines to protect the health and safety of each employee and to comply with federal regulations and CDC’s Guidelines.

DEFINITIONS

Employee Health Office Visit and Training Acknowledgment
A document signed by the employee acknowledging receipt of the requirements for employee safety and training and their awareness that they will be scheduled for trainings, screenings and vaccination to comply with the Employee Health Office visit and training requirements.

Environmental Health and Safety Mandatory Training Checklist
A listing of a position’s duties that would trigger: training, screenings, or vaccinations by Environmental Health and Safety. Supervisors filling a position check those requirements that are applicable and forward to the Office of Human Resources.

Environmental Health and Safety Visit Form
A document that is completed by the Employee Health Office at time of employee’s visit to Environmental Health and Safety. The original is retained in the Employee Health Office and copies are given to the employee and the employee’s supervisor. The supervisor includes this form as part of the New Hire documentation that is forwarded to the Human Resources.

Overview of the Employee Health Office Mandatory Requirements
A document outlining the steps for TB Screening; Hepatitis B Vaccination; Employee Health Training; Contact with Research Animals and Respirator Use requirements.

POLICY

The policy of the University is that all new, transfer, or reclassified employees comply with:

1. The Environmental Health and Safety Mandatory Training requirements applicable to the position’s duties and
2. The mandatory requirements of the Employee Health Office.

Summary of procedure:

1. Human Resources will instruct the employee to report to the Employee Health Office (which is located at Environmental Health and Safety) for the appropriate medical procedures within 10 days of hire, position change or transfer.

2. The Supervisor will ensure that the employee complies with the above requirements.
3. Environmental Health and Safety will advise Human Resources if an employee has not reported to the Employee Health Office.

4. The Professional Development and Training Office will schedule all employees into the appropriate training within 10 days of hire, position change or transfer.

5. The Professional Development and Training Office will advise Human Resources and Environmental Health and Safety if an employee has not attended scheduled training.

6. Human Resources will advise the supervisor and the department that the employee may not continue to work until the employee has complied with these requirements.

**PROCEDURE**

**Supervisor’s Responsibilities:**

- Provide the employee with the completed Environmental Health and Safety Mandatory Training Checklist when the employee is sent to Human Resources for the drug test and/or background screening.

- Complete the “Environmental Health and Safety Mandatory Training Checklist” and forward to Human Resources.

- Ensure that the employee visits Environmental Health and Safety and registers for training within 10 days of hire.

- Forward the “Environmental Health and Safety Visit Form” to Human Resources as part of the new-hire documentation after the employee returns with the completed form from Environmental Health and Safety.

**Human Resources’ Responsibilities:**

- At time of drug test and/or background screening:
  
  o Give the employee the “Overview of the Employee Health Office Mandatory Requirements” document.
  
  o Have the employee sign the “Employee Health Office Visit and Training Acknowledgment” document.
  
  o Confirm that the employee has the completed Environmental Health and Safety Mandatory Training Checklist and instruct the employee to report with this Checklist in hand to Environmental Health and Safety, Suite 405, Dominion Tower, 1400 NW 10th Ave, for mandatory TB screening and hepatitis B vaccination if required.
  
  o Forward, in a timely fashion, a copy of the completed Environmental Health and Safety Mandatory Training Checklist to the Professional Development and Training Office.

- Require the “Environmental Health and Safety Visit Form” as part of the new-hire documentation.

- Retain the following forms in the employee’s personnel file:
  
  o Employee Health Office Visit and Training Acknowledgment
  
  o Environmental Health and Safety Mandatory Training Checklist
Upon notification by the Professional Development and Training Office that an employee is not in compliance with the training requirements, and/or notification by Environmental Health and Safety that an employee is not in compliance with the Employee Health Office requirements, Human Resources will notify the supervisor that the employee may not continue to work until he/she has complied with these requirements.

**Environmental Health and Safety’s Responsibilities:**

- Maintain the health record of all employees who need to conform to safety requirements as indicated by their job duties.
- Retain a copy of the “Environmental Health and Safety Mandatory Training Checklist” in employees’ health record.
- Review and track the “Environmental Health and Safety Mandatory Training Checklist” forwarded by Human Resources for each employee to ensure that all health and safety requirements (vaccines, screenings and trainings) of all employees, as identified by their supervisor, are administered in a timely fashion.
- Review and track that all employees who have completed the required trainings, are scheduled for the required screenings or subsequent vaccinations at the Employee Health Office. At the time of the Environmental Health and Safety visit, the employee will be given a copy of the “Environmental Health and Safety Visit Form” to take to his/her supervisor.
- Track all employee health and training information to identify the need for periodic screenings, trainings or vaccines and administer those screenings, trainings and vaccines as necessary to current employees.
- Notify Human Resources when an employee fails to report for their scheduled appointment or training within 10 days of hire, position change or transfer, or if current employees fail to report for periodic screenings, trainings or vaccinations.

**Professional Development and Training Office Responsibilities:**

- Schedule and advise all employees who are identified as requiring training(s) on the “Environmental Health and Safety Mandatory Training Checklist” of when they are scheduled for training(s).
- Notify the employee’s supervisor and schedule the employee for a second training if the employee fails to attend the first training for which they are scheduled. If the employee fails to report for a second time, the Professional Development and Training Office will notify Environmental Health and Safety and Human Resources.