

# UMS Safety Support Updates, News and Other Topics of Interest August 2017

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## This Month's Safety Reminder – Training Records Review

There are many safety training requirements that employees must have in order to (1) do their job safely and (2) comply with University or Occupational Safety and Health Administration (OSHA) requirements.

It's a good idea to conduct a periodic audit of the safety training records to ensure that your employees are trained. To assist you with the myriad of safety training requirements that an employee may need, UMaine SEM has developed a Training Requirements Checklist that you may use to conduct your audits. This document is located on the SEM webpage at <http://sem.umaine.edu/forms/>.

Whether your employees have received training through a formal course, on-line, or one-on-one with the supervisor, this training should be documented and the records should be kept on file either by the supervisor or in the employee's records.

## The Three Types of Safety Training

Safety Training at the university consists of three types. They are Annual Basic Safety Training, Department Annual Safety Training, and Specialized Safety Training.

**Annual Basic Safety Training** is designed so that an employee can take reasonable precautions (for themselves and others) to avoid conditions that result in foreseeable environmental hazards and injuries. The topics in the training is required by all employees, even if they don't perform a particular task mentioned in the training. Training employees to have an awareness level will not only help them to be safer at work, but it's required by OSHA and is the right thing to do. Annual Basic Training is required annually for all university employees. For more information about how to access this training, go to the UMaine SEM webpage at <http://sem.umaine.edu/safety-training/>.

**Department Annual Safety Training** is also an annual requirement for all university employees. Topics that the area supervisor will discuss with employees include: Hazards of the Job, Personal Protective Equipment (PPE), Emergency Action Plans, Chemical Use, and Additional Safety Training Required. More information about Department Annual Safety training, checklists, guides, and samples is located on the UMaine SEM webpage at <https://sem.umaine.edu/department-annual-safety-training/>

**Specialized Safety Training** will depend on the employee's job/task. Examples of Specialized Safety Training are: Confined Space Entry, Fall Protection and Fall Arrest Systems, Bloodborne Pathogens, Lockout/Tagout, Hazardous Waste, Radiation, Laser, Respirators, Chemical Spill Training, etc. A complete listing is located on SEM Training web page at <http://sem.umaine.edu/safety-training/>

If you need any further assistance in developing your safety training program or other questions, please don't hesitate to contact Safety and Environmental Management at 581-4055 or email us at [sem@umaine.edu](mailto:sem@umaine.edu). For on campus support, contact your campus safety representative.



## What Were They Thinking?

*Not a UMS campus work-area image(s)*



The sign on the 2"x4" board (used to prop up the pump) says "Acme Pump Support".

Do you remember the cartoon 'The Road Runner' where Wile E. Coyote used Acme Corporation (the fictional corporation) products that failed or backfired catastrophically at the worst possible times? This sign seems quite fitting for the occasion.

