UCSB - SHOP WORKER SAFETY: TRAINING NEEDS ASSESSMENT and DOCUMENTATION

Completion and filing of this form for each supervisee is the responsibility of the shop supervisor.

Instructions: Under CA law and the UCSB Shop Safety Program, supervisors are responsible for ensuring their workers have received documented safety training for: new employees, employees given new job assignments for which documented training has not previously been received; whenever new hazards are introduced, or recognized. Training can be formal or informal, and individual or group-based. This form serves two purposes relative to the above requirements:

- 1. Completion of a "**Training Needs Assessment**" for each supervisee to identify the appropriate safety training needs for the individual. A formal assessment is required by the UCSB Shop Safety Program: http://www.ehs.ucsb.edu/general-safety/shop-safety
- 2. Documentation of the training as it is completed.

Employee Name:	Supervisor Name:

1. On-Site Shop Safety Orientation (Day-one orientation)

									A. Emergency Procedures
		<u>Date</u>	Employee	<u>Unde</u>	rstaı	ndin	g (1=	poor,	
Requ	<u>uired</u>	Completed	<u>Initials</u>		<u>5=e</u>	xcel	lent)	_	<u>Training Topic</u>
\bigcirc	N			1	2	3	4	5	UCSB Emergency Information Flipchart: Location/purpose - posted in every shop
\bigcirc	N			1	2	3	4	5	Fire alarm pull station: Location, activation, and evacuation
									Emergency phone: How to operate phones during an emergency, and Emergency Telephone locations: https://www.commserv.ucsb.edu/products_and_services/emergency_phone.asp and
(Y)	N			1	2	3	4	5	http://mapdev.geog.ucsb.edu/
Y	N			1	2	3	4	5	Emergency Eyewash/Shower: Location, activation, and emergency protocol
\bigcirc	N			1	2	3	4	5	First-Aid Kits: Locations, contents & use, and disposal of used or expired products
									AED: Nearest location, activation, operation and emergency protocol - Visit link at:
Υ	N			1	2	3	4	5	http://www.ehs.ucsb.edu/general-safety/aed
									Injury Reporting Procedures: Emergency and non-emergency injury and/or near-miss reporting
(λ)	N			1	2	3	4	5	procedures
									Building Emergency Assembly Point and routes of exit:
\bigcirc	N			1	2	3	4	5	http://www.ehs.ucsb.edu/files/docs/fp/eap.pdf
\bigcirc	N			1	2	3	4	5	Fire Extinguisher: Locations, use, and protocol
									UCSB Alert System (optional emergency texting system): purpose and enrollment process - Visit
\bigcirc	N			1	2	3	4	5	link at: http://www.emergency.ucsb.edu/
Supe	rvisor C	comments:							
Supe	rvisor S	ign/Date:							Employee Sign/Date:

								5/10p // aming // eeds // 35/25/11/11/11/12/25
								B. Engineering Controls
	<u>Date</u>	Employee	Unde	ersta	ndin	g (1:	=poor,	
Required	<u>Completed</u>	<u>Initials</u>		<u>5=е</u>	excel	lent)	<u>Training Topic</u>
Y N			1	2	3	4	5	Sawdust Collection Systems: Standard operating procedures
Y N			1	2	3	4	5	Chemical Storage: Locations, and proper storage procedures
Y N			1	2	3	4	5	Gas Cylinder Storage: Locations, and proper storage procedures (including segregation of Oxygen and Fuel/Gas cylinders) - Visit training link at: http://safety.dow.com/en/safety-courses/specialized-topics/gas-cylinder-user
4 Y			1	2	3	4	5	Machine Safeguards: When and how to use machine safeguards
Y N			1	2	3	4	5	Other:
Superviso	r Comments:							
Superviso	r Sign/Date:							Employee Sign/Date:
								C. Administrative Controls
	Date	Employee	Unde	ersta	ndin	g (1:	=poor,	
Required	·	Initials			excel		-	Training Topic
•	- 						_	Shop Safety Program: Review the shop safety program - Visit link at:
(Y) N			1	2	3	4	5	http://www.ehs.ucsb.edu/general-safety/shop-safety
		-	_	_	Ū	•	J	Machine hazard assessment information: Review machine hazard assessment forms in binder, or
(Y) N			1	2	3	4	5	visit link at: http://www.ehs.ucsb.edu/general-safety/machine-hazard-assessment-forms
•								Machine Safe Guard Program: Review the Machine Guarding Safety Program - Visit link at:
√ N			1	2	3	4	5	http://www.ehs.ucsb.edu/general-safety/machine-guarding
√ N			1	2	3	4	5	Safety Data Sheets or SDS: Location and information
Superviso	r Comments:	!						

								D. Personal Protective Equipment
	<u>Date</u>	Employee	Unde	rsta	ndin	g (1:	=poor,	
Required	Completed	<u>Initials</u>		<u>5=e</u>	excel	lent)	<u></u>	<u>Training Topic</u>
4 Y			1	2	3	4	5	Personal Protective Equipment (PPE): Proper use of required PPE is mandatory
Y Y			1	2	3	4	5	Safety Glasses Provided: Location of safety glasses and mandatory use
								Prescription Safety Glasses: Over-the-glasses goggles provided by employer, or custom safety
Y N			1	2	3	4	5	glasses provided via optometrist
Y N			1	2	3	4	5	Gloves: Types of gloves to use as required, and how to obtain them
W (V)			1	2	3	4	5	Safety Footwear: Types of appropriate footwear, and how to obtain
YN			1	2	3	4	5	Other PPE: Shop provided. Describe:
Supervisor C								Employee Sign/Date:
								E. Chemical Waste
	<u>Date</u>	<u>Employee</u>	<u>Unde</u>	<u>ersta</u>	ndin	g (1:	=poor,	
<u>Required</u>	<u>Completed</u>	<u>Initials</u>		<u>5=e</u>	excel	<u>lent</u>	<u></u>	Training Topic
Y N			1	2	3	4	5	Chemical/Biological/Radiological/Sharps Disposal: Storage and labeling
Y N			1	2	3	4	5	Chemical/Biological/Radiological/Sharps Disposal: Arranging disposal with EH&S
Y N			1	2	3	4	5	Other:
Supervisor C	comments:							

F. Other

		<u>Date</u>	Employee	Unde	rsta	ndin	g (1:	=poor,	
Required		Completed	<u>Initials</u>		5=excellent)				Training Topic
Υ	N			1	2	3	4	5	Chainsaw Training and Certification: Proper use, PPE, storage, CPR/First aid, Injury
Υ	N			1	2	3	4	5	CPR/First aid Training and Certification: Contact EH&S for training.
Υ	N			1	2	3	4	5	Forklift: Required certification prior to using forks
Υ	N			1	2	3	4	5	Hand Tool Training: Standard use and PPE for each hand tool used
Υ	N			1	2	3	4	5	Respiratory Protection: Contact EH&S for training prior to use.
									Ladder Safety: http://www.ehs.ucsb.edu/general-safety/ladder-safety,
Υ	N			1	2	3	4	5	https://www.laddersafetytraining.org/
Υ	N			1	2	3	4	5	Fall Protection: Contact EH&S for training prior to use.
									Lock out/tag out: http://www.ehs.ucsb.edu/general-safety/energy-isolation-lock-out-tag-
Υ	N			1	2	3	4	5	out, or UC Learning Center online
\bigcirc	N			1	2	3	4	5	Fire Extinguisher: Contact EH&S. Initial training and refresher
									Grinding Wheels: A video of ring-testing may be watched at the following link:
Υ	N			1	2	3	4	5	https://www.youtube.com/watch?v=52n86cooY
									Hantavirus: https://www.cdc.gov/hantavirus/resources/materials.html - Awareness and
Υ	N			1	2	3	4	5	cleaning methods, or contact EH&S for questions/concerns
Υ	N			1	2	3	4	5	Other:
Υ	N			1	2	3	4	5	Other:
Υ	N			1	2	3	4	5	Other:

	1 1				_	3	4	5	cicalling methods, or contact lines for questions/concerns
Υ	N		_	1	2	3	4	5	Other:
Υ	N		· <u></u>	1	2	3	4	5	Other:
Υ	N			1	2	3	4	5	Other:
Supe	ervisor	Comments:							
Supe	ervisor	Sign/Date:							Employee Sign/Date:

2. Online Training offered by the online UC Learning Center

For those individuals doing tasks related to training topics below, the trainings are mandatory per regulation and/or campus policy. Enroll via UC Learning Center (learningcenter.ucsb.edu).

		<u>Date</u>	Employee	<u>Unde</u>	rsta	ndin	g <u>(1</u> :	=poor,	
Requ	uired	Completed	<u>Initials</u>		<u>5=е</u>	xcel	lent)	<u></u>	<u>Training Topic</u>
Υ	N			1	2	3	4	5	Non-Supervisor - Safety Rights and Responsibilities (IIPP): Mandatory for non-supervisors
Υ	N			1	2	3	4	5	Physical Laborer Supervisor - Safety Rights, and Responsibilities (IIPP): Mandatory for supervisors
\bigcirc	N			1	2	3	4	5	Hazard Communication and GHS: Mandatory for shop supervisors and non-supervisors
Υ	N			1	2	3	4	5	UCSB Hazardous Waste Generator Training: All employees who create hazardous waste
Υ	N			1	2	3	4	5	Heat Illness: Employees, and Supervisors of Employees who work outside or in warm conditions
\bigcirc	N			1	2	3	4	5	Shop Safety: Mandatory for all shop supervisors and non-supervisors
Υ	N			1	2	3	4	5	Fire Safety: All shop workers
Υ	N			1	2	3	4	5	Flame Resistant Gloves: If applicable
Υ	N			1	2	3	4	5	Hazard Recognition and Control: If applicable
Υ	N			1	2	3	4	5	Hazardous Materials & Shopping: If applicable
Υ	N			1	2	3	4	5	Laser Safety: If applicable
Υ	N			1	2	3	4	5	Lockout/Tag out: All shop workers
Υ	N			1	2	3	4	5	Radiation Safety Initial: If applicable
Υ	N			1	2	3	4	5	Radiation Safety Refresher: If applicable
Υ	N			1	2	3	4	5	Supervisor Safety: For supervisors
Υ	N			1	2	3	4	5	Other:
Υ	N			1	2	3	4	5	Other:
Υ	N			1	2	3	4	5	Other:

								·
Υ	Ν		 1	2	3	4	5	Radiation Safety Initial: If applicable
Υ	Ν		 1	2	3	4	5	Radiation Safety Refresher: If applicable
Υ	Ν		 1	2	3	4	5	Supervisor Safety: For supervisors
Υ	Ν		 1	2	3	4	5	Other:
Υ	Ν		 1	2	3	4	5	Other:
Υ	N		 1	2	3	4	5	Other:
		comments:						_ Employee Sign/Date:
								2