

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

Required	<u>Date</u> Completed	<u>Employee</u> Initials	<u>Understanding (1=poor,</u> 5=excellent)	<u>Training Topic</u>
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	UCSB Emergency Information Flipchart: Location/purpose - posted in every shop
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	Fire alarm pull station: Location, activation, and evacuation
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	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 http://mapdev.geog.ucsb.edu/
<input type="radio"/> N	_____	_____	1 2 3 4 5	Emergency Eyewash/Shower: Location, activation, and emergency protocol
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	First-Aid Kits: Locations, contents & use, and disposal of used or expired products
<input type="radio"/> N	_____	_____	1 2 3 4 5	AED: Nearest location, activation, operation and emergency protocol - Visit link at: http://www.ehs.ucsb.edu/general-safety/aed
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	Injury Reporting Procedures: Emergency and non-emergency injury and/or near-miss reporting procedures
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	Building Emergency Assembly Point and routes of exit: http://www.ehs.ucsb.edu/files/docs/fp/eap.pdf
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	Fire Extinguisher: Locations, use, and protocol
<input checked="" type="radio"/> N	_____	_____	1 2 3 4 5	UCSB Alert System (optional emergency texting system): purpose and enrollment process - Visit link at: http://www.emergency.ucsb.edu/

Supervisor Comments:

Supervisor Sign/Date: _____ Employee Sign/Date: _____

B. Engineering Controls

Required	Date		Employee Initials	Understanding (1=poor, 5=excellent)					Training Topic
	Completed			1	2	3	4	5	
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 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
Y N	_____	_____		1	2	3	4	5	Machine Safeguards: When and how to use machine safeguards
(Y) N	_____	_____		1	2	3	4	5	Other: _____

Supervisor Comments:

Supervisor Sign/Date: _____ Employee Sign/Date: _____

C. Administrative Controls

Required	Date		Employee Initials	Understanding (1=poor, 5=excellent)					Training Topic
	Completed			1	2	3	4	5	
(Y) N	_____	_____		1	2	3	4	5	Shop Safety Program: Review the shop safety program - Visit link at: http://www.ehs.ucsb.edu/general-safety/shop-safety
(Y) N	_____	_____		1	2	3	4	5	Machine hazard assessment information: Review machine hazard assessment forms in binder, or visit link at: http://www.ehs.ucsb.edu/general-safety/machine-hazard-assessment-forms
(Y) N	_____	_____		1	2	3	4	5	Machine Safe Guard Program: Review the Machine Guarding Safety Program - Visit link at: http://www.ehs.ucsb.edu/general-safety/machine-guarding
(Y) N	_____	_____		1	2	3	4	5	Safety Data Sheets or SDS: Location and information

Supervisor Comments:

Supervisor Sign/Date: _____ Employee Sign/Date: _____

