

Guidelines for Employee Environmental Health & Safety (EHS) Orientation and Training

This information has been prepared to introduce Wellesley College faculty and staff to training policies and procedures managed by the Environmental Health and Safety Office. We provide and coordinate comprehensive environmental, health, and safety programs and services that minimize EHS related risks to the College community. Programs will be consistent with responsible fiscal and environmental stewardship as well as local, state and federal regulations. EHS provides training and consultation to 1) support a safe environment through a process of recognizing and controlling health and safety hazards, 2) ensure a process of regulatory compliance, and 3) minimize future potential liabilities. Each employee's supervisor will provide job specific safety training and information about the employee's position and area where they will be working. Employees are encouraged to ask questions when unsure of specific policies and procedures.

Safety in the Workplace

The prevention of accidents and incidents is a goal at all levels at Wellesley College. Each supervisor should make the safety of faculty, staff and students an integral part of his or her regular management function. It is equally important that each employee accepts and follows established safety regulations and procedures.

Managers and Supervisors should be aware of the hazards encountered by their employees during the course of their job responsibilities. A [job safety analysis](#) is a tool used to understand the hazards and risks associated with particular job tasks. Appropriate tools, information and training must be provided to employees by the employing department. EHS can supply the tools to maintain a safe learning, living and working environment by providing technical support, information and training programs.

There are typically two reasons why accidents happen: UNSAFE ACTS and UNSAFE CONDITIONS. An unsafe act is when someone performs an action that increases their risk and exposure to a potential hazard such as removing a machine guard, standing on the top of a stepladder, not using proper personal protective equipment or performing a hazardous task for which they are not trained. An unsafe condition is a situation where the workplace hazards have not been eliminated or controlled. These include conditions such as slippery floors, improper lighting and unguarded machinery hazards.

Safety is a cooperative action requiring everyone's collective input. If an employee is injured, prompt action must be taken to see that the employee receives adequate treatment and the accident is investigated to correct any hazards that exist. Every injury or illness that occurs on the job, even a slight cut or strain, must be reported to the employee's supervisor as soon as possible. Managers must complete the required Worker's Compensation report of injury - [The Accident Report Form](#). This Form includes the "Supervisors Accident Investigation Report". The purpose of the investigation is to determine the root cause of the accident to prevent it from

happening again. It is not meant as a blaming exercise. Some accidents are caused due to human error and the accident investigation may reveal that additional training or understanding of the procedures should be conducted.

The following sections outlines what all employees should be aware of and the training responsibilities of the employing department and EHS.

Information and Training

1. All Employees Should be Aware of the Following Information by their Employing Departments:

- Emergencies on Campus – what to do and how to respond
- The Worker’s Compensation Program and Accident Report Forms
- Reporting Incidents (ie. Spills, indoor air quality concerns)
- Reporting Unsafe Conditions and work practices
- Warning Signs and Labels – what they mean
- Safety Data Sheets – what they are and where do you find them
- Programs and practices applicable to their employing department
- EHS Reviews/Audits for Programs in Compliance with Applicable Regulations.
- The Occupational Health Program at the BI Deaconess in Needham, MA.
- No smoking inside buildings or in college owned vehicles. Smoking should be kept a minimum of 25 feet away from building entrances, exits, windows, and air intakes.

2. EHS Provides Training on the Following Required Regulatory Programs:

Asbestos Awareness	Fall Protection	Hazard Communication
Bloodborne Pathogens	Hearing Program	Lockout Tagout
Confined Space	Hazard Material Shipping	Respiratory Protection
Emergency Evacuation Procedures	Personal Protective Equipment	Spills (SPCC, hazwoper, etc).
Waste Management (hazardous chemical, biological and universal wastes)		Lead and PCBs in Building Materials

3. EHS Provides Information and or Training on the Following EHS Related Programs:

Accident Prevention	Ergonomics	Managing Mold
Wastewater	Various Environmental Issues	Compressed Gases
Pesticide Workers	Lab Safety for Non-Lab Employees	Stormwater Management
Hot Work Permits	Job Hazard & Safety Analysis	Contractor Safety

4. Other Departments that Provide Related Trainings and Information: Contact Department directly for training and information

- Campus Police – First Aid, CPR, AED, Active Shooter and Workplace Violence
- Human Resources – Workers Compensation
- Facilities – Wastewater, Water Management Act, Ladders, Hoisting
- Managing Departments – Machine Shop Safety
- Risk Management – Driving Safety
- Science Center – Animal Safety, Radiation Safety

5. Science Center Specific Information & Trainings:

Biosafety	Hazardous Waste	rDNA
Research Lab Safety for Students	Dept of Homeland Security Chemical Safety	Specific Chemical Handling (ie. Formaldehyde)
Laser Safety	Chemical & Biological Hoods	Select Agents and Toxins
Chemical Hygiene Plan and the Lab Standard for Faculty and Staff	Nanotechnology	Developing Standard Operating Procedures

6. Employees are to be Certified/Manager Approved Prior to Conducting the Following Activities:

Operating Forklifts, Powered Industrial Vehicles & Aerial Lifts; Application of Pesticides; Removing Asbestos or Lead; Working on Roofs; Shipping Hazardous Materials; Driving a Vehicle over 10K pounds or with 15 or more Passengers or with Hazardous Materials; many others depending on job tasks.

7. Training Options for EHS Programs:

Mastery On-Line Training (*Preferred*) <https://www.wellesley.edu/facilities/ehs/training>

- A complete list of all available training on-line is listed on this site. Many of the trainings in Section 2 and 3 are listed here. Department Managers should send the names of all new employees to EHS to add to the site.

EHS Staff Classroom Training

- EHS provides classroom training for the topics listed in Section 2 on a regular basis. Announcements are made on “Faculty-Staff” and emails are sent directly to applicable managers for dates and times of trainings. Managers will determine when and which employees need to attend the training. Training records are maintained by EHS.
- The programs listed in section 3 are also provided on a periodic basis.
- To have a department specific training on any of these topics, contact EHS.

Contract with Outside Groups to Provide Training

- Several contractors are used to support EHS training programs. Employees can also attend trainings off site as needed.

CITI Training for Biological Safety <https://www.wellesley.edu/sponsoredresearch/biosafety>

- Applies to faculty and staff involved with the use of hazardous biological agents and recombinant DNA and members of the Institutional Biosafety Committee (IBC). Faculty and staff may sign up directly and let EHS know when courses are completed.

OSHA – Free Training Material - <http://www.free-training.com/osha/Soshamenu.htm>

- Hazard Communication, Personal Protective Equipment, Back Safety, Forklift Safety

OSHA - eTools and the eMatrix are "stand-alone," interactive, Web-based training tools on occupational safety and health topics - <https://www.osha.gov/dts/osta/oshasoft/index.html>

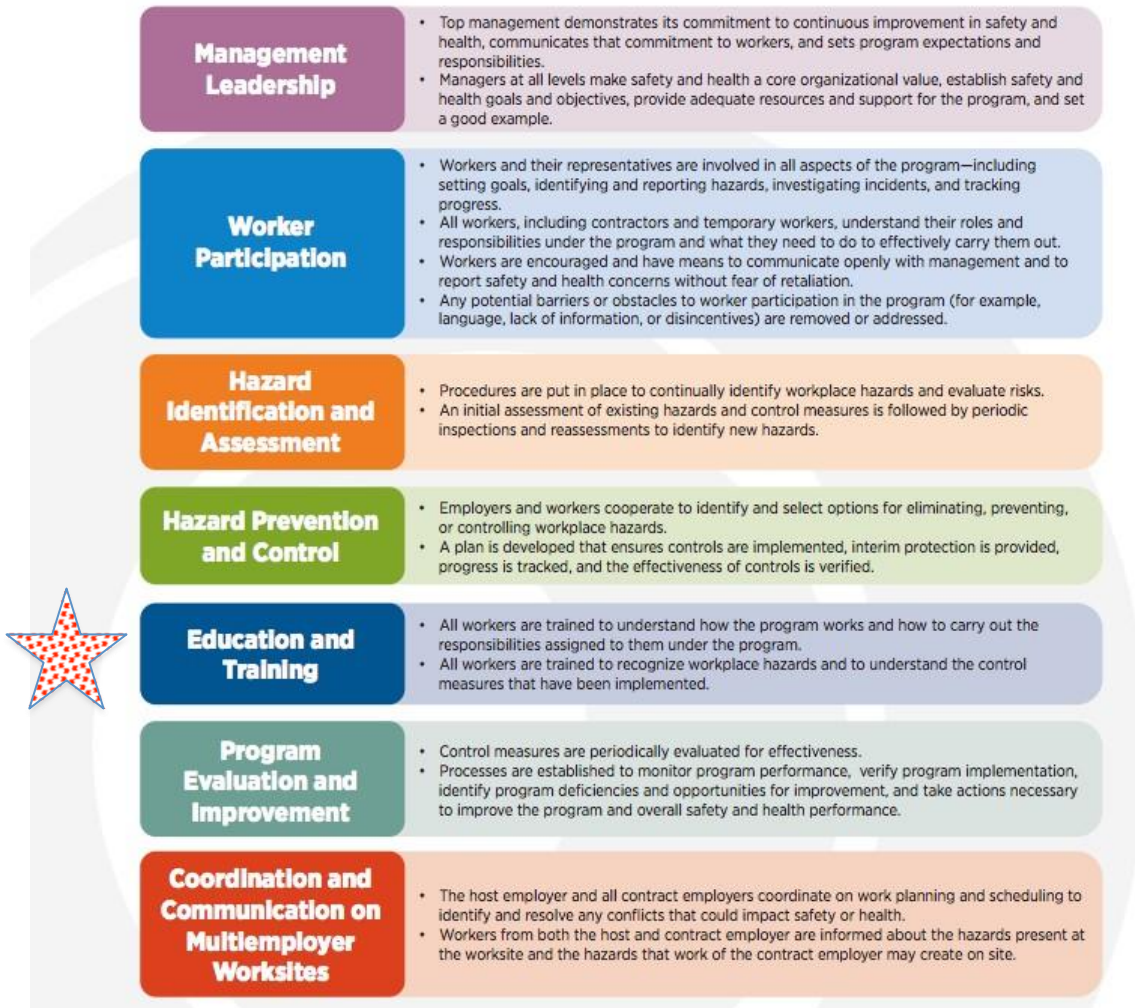
OSHA Training Institute for New England <http://www.oshaedne.com/>

National Safety Council Training <https://www.nsc.org/safety-training/international/safety-training>



INTRODUCTION

Core Elements of the Safety and Health Program Management Guidelines



https://www.osha.gov/shpmguidelines/SHPM_guidelines.pdf