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Policy
for

EHS Training

REVISION

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3	DCN0708	Updated Appendix B - Environmental Health And Safety Training Requirements Overview	10-19-11	J. Trodden	R. Segura

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1. PURPOSE AND SCOPE

1.1 The College of Nanoscale Science and Engineering (CNSE) and its tenants are strongly committed to providing a safe and healthy work place, as well as, protecting the environment. CNSE's Environmental, Health, & Safety (EHS) program is aggressive and proactive to help ensure consistent compliance with existing EHS regulations. It is CNSE's goal to go beyond minimum EHS compliance with regulatory standards to help ensure the best possible EHS management practices are adhered to during its daily facility operations.

1.2 **Scope:** This training specification is applicable to all EHS training activities associated with compliance to Local, State and Federal EHS regulations and CNSE site specifications. EHS training classes shall be made available to all employees and tenant employees whose operations involve and/or impact EHS management and compliance.

2. PROCEDURE

2.1 The EHS training areas, subject to incorporation into this specification, include the following:

- Advanced Safety Training,
- Arsenic Safety Training,
- Bloodborne Pathogen Training,
- Chemical Spill Clean-Up Training,
- Confined Space Entry and Rescue Training,
- The Control of Hazardous Energy (LOTO) Training,
- Compressed Gas Cylinder Training,
- CPR/First Aid Training,
- Cryogenic Safety Training,
- Emergency Response Team Training,
- Electrical Safety Training,
- Emergency and Fire Prevention Plans,
- Fire Extinguisher Training,
- Hazard Communication,
- Hazardous Waste Management,
- Hearing Conservation,
- Hot Work Operations,
- Janitorial Safety Training,
- Laboratory Safety
- Laser Safety Training,
- Maintenance Safety Training,
- Personal Protective Equipment (PPE),

- Powered Industrial Truck,
- Radiation Safety Training, and
- Respirator Protection Training.

2.2 In all EHS training areas, employees at each relevant function and level shall be made aware of the importance of: conformance with the CNSE EHS policies, procedures and requirements; actual or potential significant environmental impacts of their work activities and EHS benefits of improved personal performance; their roles and responsibilities in achieving conformance with EHS policies and procedures, such as emergency preparedness and response requirements; and potential consequences of departure from specified operating procedures.

2.3 TRAINING REQUIREMENTS

2.3.1 CNSE and tenant employees, students, professors and managers are required by regulation to receive annual training in specific subject areas pertaining to their job functions. All personnel whose work may create a significant impact upon the environment and their work environment are required to receive appropriate training. Appendix A to this specification contains a summary table identifying required training subjects by department/section area. These department/groups/areas requiring environmental, health & safety training include:

- Students,
- Researchers,
- Professors/Managers/Supervisors,
- Work Station Operators,
- HPM and Non-HPM Process Engineers,
- Field Service Engineers,
- Electricians,
- DIW/UPW Operators,
- Facility Technicians,
- Janitorial/Cleaning employees,
- Maintenance employees,
- Shipping and Receiving employees,

- Chemical/Gas Handlers,
- Contractors.

2.3.2 Employees must be trained according to requirements set forth in Appendix A – EHS Training Requirements, before they perform the tasks relative to the training requirements.

3. RECORDKEEPING

Training Records shall be maintained on file in the EHS department for a minimum of 30 years. Such records shall also be made electronically available by utilizing the Q-pulse database. Attendance at such classes shall be documented by using the CNSE EHS Training Sign-in Sheet, see Appendix C. The sign-in sheet shall include the nature of the training, the date and length in hours, instructor(s),participants, training proficiency exam results (when given).

4. TRAINING CONTENT

Training content shall be dictated by the needs of the department/section area being trained (e.g. job function/tasks) and by Federal, State, and Local regulatory requirements. Available delivery formats will depend on the specific topic and nature of the training, but may include: hands-on demonstration, lecture, power point presentations, video training, interactive CD-ROM (PC-based) training, and slide/script training.

5. TRAINERS

5.1 Trainers shall be determined by the specific subject/topic area. Department supervisors/professors/mangers are responsible for ensuring that employees/students under their supervision shall obtain the required EHS training.

5.2 The EHS department will provide recommendations on who will need to take what training.

Training options available include: training by supervisor or other in-house personnel (who have received "train-the trainer" training in the subject area and have received approval/authorization by EHS manager to conduct training in the subject area); training by CNSE EHS personnel; training by professionals contracted from outside vendors; and/or available and approved interactive or self administered training programs.

6. TRAINING EFFECTIVENESS

6.1 Personnel performing tasks which can cause significant environmental or workplace impacts shall be competent on the basis of appropriate education, training, and/or experience.

6.1.1 Proficiency - The effectiveness of training shall be determined via the results of proficiency exams administered to each individual completing the training sessions. EHS personnel will determine the method for ensuring proficiency.

6.1.1.1 EHS personnel will grade the proficiency exams. The department supervisors will be notified of a failing score (less than 75%) and the method by which the employee must retake the course. EHS will make all attempts following the training session to meet with any employee one-on-one to discuss scores less than 75%. If the employee is able to prove their proficiency, EHS will mark their exam with a passing score or special note.

6.1.1.2 The method for determining an employee's proficiency will be documented on all sign-in sheets. Some methods for determining proficiency may include: tests, employee demonstrations, general question and answer sessions at the end of the training presentation.

6.1.1.3 All proficiency exams, when administered, will be kept on file in the EHS department for a minimum of 30 years.

6.1.2 Facility Performance - The effectiveness of the EHS training program shall be measured by periodic internal environmental, health, & safety audits; as well as facility compliance records. All training programs shall be reviewed annually for effectiveness and modifications/updates shall be made when deemed necessary.

6.1.3 At the beginning of each year, an Annual EHS Training Calendar will be developed and distributed by the EHS Department and thereafter posted on the CNSE intranet website: http://intranet.cnse.albany.edu .

6.1.4 On a quarterly basis, the completion of training classes versus the schedule will be reported in the EHS Committee minutes and to all affected managers.

6.1.5 A gap analysis will be conducted on an annual basis (via audit deficiency reports, ERT incidents, feedback from proficiency exams, regulations, environmental infractions, and any on-demand training conducted during the prior year) to identify short falls in the existing EHS training program which need to be improved.

Additional gap analyses will be performed to identify training areas in each department that need to be improved upon to prevent significant

environmental, health and safety impacts. The results of such analyses will also be reported to the EHS Committee and to affected managers on an annual basis.

7. CERTIFICATIONS

7.1 All environmental, health & safety training sessions do not require certification. However, licenses or certificates shall be obtained whenever required by external authorities, such as regulatory agencies.

7.1.1 The following are training programs that require licenses or certificates:

- 24-hour HAZWOPER Technician, and annual 8-hour refreshers,
- CPR, and First-Aid.

8. APPENDICES

8.1 Appendix A contains a summary of required Environmental, Health & Safety Training Programs by department/section areas requiring training.

8.2 Appendix B contains summary description of EHS training courses provided at the CNSE Complex.

8.3 Appendix C contains an example of the CNSE EHS Training Sign-In Sheet.

APPENDIX A - EHS TRAINING REQUIREMENTS

Subject	Frequency	Regulation/Standard for Course	Arsenic Protection Group	Radiation Safety Group	Respiratory Protection Group	Faculty (x)	Reserchers/Scientists (x)	Students (x)	Work Station Operators (x)	Equipment Engineering (5)	Process Engineering (x)	FOG: Facilities Technican (x)	FOG: DIW/UPW Technican (x)	FOG: Electricians (3)	Maintenance & Grounds (4)	S&R (3)	EH&S (7)	Janitors (Cleanroom & Office) (x)	ERT (100+)	Gas/Chem/Waste Handlers (x)	HPM-Contractors	Non-HPM Contractors	Tenants: Management/Admin (x)	Tenants: Technicans (x)	Tenants: Tool/Field Service Support	Tenants: Process Engineering HPMs (x)	Tenants: Process Engineering Non-HPMs (x)
At Initial Assignment																											
Contractor Safety	Initial	Site Policy and Procedure																			X	X					
Refrigerant Recycling - Technician Certification	Initial	40 CFR 82										X															
Safety Orientation *	Initial	Site Policies and Procedures				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
At Initial assignment and Annually																											
Advanced Safety **	Annual	Site Policies and Procedures				X	X	X	X	X	X	X	X	X		X	X			X	X			X	X	X	X
Arsenic, Inorganic	Annual	29 CFR 1910.1018(o)(1)	X																								
Bloodborne Pathogen	Annual	29 CFR 1910.1030(g)(2)(i) - (ix)																X	X								
Compressed Gas Cylinder Handling	Annual	29 CFR 1910.101				X*	X*	X*		X*	X*									X*				X*	X*	X*	X*
Confined spaces: Entrant, Attendant, Supervisor	Annual	29 CFR 1910.146										X	X	X													
Confined spaces: Rescue Personnel	Annual	29 CFR 1910.146(g) and (k)																	X								
CPR	Annual	Site Policy and Procedure																	X								
Cryogenic Handling	Annual	29 CFR 1910.1200(h)				X*	X*	X*		X*	X*									X*				X*	X*	X*	X*
Electrical Safety: Qualified	Initial	29 CFR 1910.269 & 333(c)(2)				X	X			X	X	X	X	X						X				X	X	X	X
Fire Extinguishers, Portable	Annual	29 CFR 1910.157(g), 29 CFR 1926.150																	X								
Hazardous Waste Management	Annual	40 CFR 262.34(a)(4); 49 CFR 172-177; Site Policy and Procedure				X	X	X	X	X	X									X				X	X	X	
Hazardous Waste Operations and Emergency Response	Annual	29 CFR 1910.120(q)(6)																	X								
Janitorial Safety ***	Annual	Site Policies and Procedures													X			X									
Lockout/Tagout (*Control of Hazardous Energy)* : Authorized	Annual	29 CFR 1910.147				X	X			X	X	X	X	X						X				X	X	X	X
Medical Clearance	Annual	Site Policies and Procedures																	X								
Noise Exposure, Occupational	Annual	29 CFR 1910.95(k) and (l)			X							X	X	X	X												
Radiation, Ionizing	Initial	29 CFR 1910.1096(f)(3)(viii), 29 CFR 1910.1096(i)(2)		X																							
Radiation, Non-Ionizing (including Lasers)	Initial	29 CFR 1910.97		X																							
Respiratory Protection	Annual	29 CFR 1910.134(k)			X				X										X	X							
Self Contained Breathing Apparatus (SCBA)	Annual	29 CFR 1910.134(k)																	X								
Welding, Cutting, and Brazing (Hot Work Operations)	Initial	29 CFR 1910.252 - 1910.255										X	X	X													
At Initial Assignment and Every 3 Years																											
Medical Services and First Aid	3 years	29 CFR 1910.151(a) and (b)																	X								
Hazmat Transportation Employees	3 years	49 CFR 171.8, 172, 49 CFR 172.700, 49 CFR 172.702, 49 CFR 172.704, 49 CFR 174.7, 49 CFR 173.1(b), 49 CFR 175.20, 49 CFR 176.13, 49 CFR 177.800, 49 CFR 177.825														X	X			X							
Powered Industrial Trucks	3 years	29 CFR 1910.178(l)								X					X	X				X							

Footnotes:
All: All personnel working on site, inclusive of CNSE staff, students, faculty and tenant employees working in the office or clean room environment. All classes are AWARENESS of the topic only.
Basic Lab Access: Those that have limited duties inside the clean room
Advaced Lab Access: Those that work extensively in the clean room
X*: Class covered in Advanced Safety Class

'Safety Orientation' training encompass the following awareness topics:

1. Badging and Site Access
2. Hazard Communication
3. Chemical Labeling
4. Chemical Hazards
5. Accident/Incident Reporting
6. Chemical Spill Procedure
7. Personal Protective Equipment
8. Medical Emergency Procedure
9. Fire Alarm evacuation Procedure
10. TGMS evacuation Procedure
11. Waste Management Awareness
12. Basic First Aid
13. Basic Electrical Safety
14. Floor Tile Removal Procedure
15. Site Permits
16. Ergonomics

'Advanced Safety training' encompass the following topics:

1. Signs and warning
2. Hazard Analysis
3. Chemical Hazards
4. Hazard Controls
5. Semiconductor chemicals and gases
6. Compressed Gas Cylinder Handling
7. Cryogenic Handling
8. Hazardous Waste Management
9. Chemical Spills
10. Fall Protection (as needed)
11. Electrical safety awareness
12. Lockout tagout awareness
13. Confined space entry awareness

Janitorial Safety training' encompass the following topics:

1. Hazard Communication
2. Site Emergencies
3. Site Access
4. Personal Protective
5. Spill Clean-up
6. Hearing Conservation
7. Waste Management
8. Bloodborne Pathogens

APPENDIX B

ENVIROMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS OVERVIEW (**EXCLUDING DRILLS**)

Advanced Safety

Requirements:	All new or existing employees and/or tenant employees at CNSE who work, service or maintain tools or equipment, or those that transport, ship, use or handle chemicals, gases or waste on site.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Part I: Signs and Warnings, Hazard Analysis, Radiation Safety, Cryogenic Handling, Electrical Safety Awareness, Lockout Tagout Awareness, Confined Space Entry Awareness. Part II: Chemical Hazards, Chemical Types, Compressed Gas Cylinder Handling, Personal Protective Equipment, Waste Management, Chemical Spill Clean-up.
Length of the Class:	3 Hours
Frequency of Training:	On initial assignment and annual thereafter, unless competency can be proved.
Training Method:	Classroom

Arsenic Safety

Requirements:	Only trained persons shall operate or maintain equipment that is contaminated with Arsenic, as required by 29 CFR 1910.1018.
Who Should Attend:	Authorized Arsenic Operators/Users
Topics Covered:	Uses of Arsenic, Arsenic Control Policy- EHS-00052, Arsenic Hazards, Arsenic Material Safety Data Sheet, Arsenic Overexposure Symptoms, Locations Where

	Arsenic is Found, Housekeeping, Hygiene, Engineering Controls, Monitoring
Length of the Class:	1 Hour
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Bloodborne Pathogens

Requirements:	Training must include making accessible a copy of the regulatory text of the OSHA Standard, 29 CFR 1910.1030 and Explanation Of CNSE's Control Plan, Engineering and Work Practice Controls, Personal Protective Equipment, Hepatitis B, Vaccine, Response To Emergencies Involving Blood, How To Handle Exposure Incidents and Follow Up Programs.
Who Shall Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Infection Control Program and Personal Protective Equipment
Length of Class:	One hour.
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Chemical Spill Clean-Up

Requirements:	Strategy for handling chemical spills as defined in 29 CFR 1910.120; 29 CFR 1910.120(q)(6)(i), 29 CFR 1910.120(q)(6)(ii), 29 CFR 1910.120(q)(6)(iii)
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Assess Spill Situation; Determine the Hazards; Attempt To Stop or Contain the Spill (Classification, Etc); Clean-Up the Spill and Report Spills
Length of Class:	1 hour.

Frequency of Training:	On initial assignment and annual thereafter if required (included in Advanced Safety training)
Training Method:	Classroom

Confined Space Entry

Requirements:	Confined Space Entry Training is required by 29 CFR 1910.146 (excluding rescue)
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Hazards and Safe Practices, Atmospheric Testing, Confined Space Entry Procedures, Respiratory and Personal Protective Equipment, Entry Permits.
Length of Class:	2 hours.
Frequency of Training:	On initial assignment, when conditions/policy change or if retraining is deemed warranted.
Training Method:	Classroom and hands-on drill.

The Control of Hazardous Energy - Lockout/Tagout

Requirements:	Lockout/Tagout Safety Training is required by 29 CFR 1910.147.
Who Should Attend:	See Appendix A--EHS Training Requirements.
Topics Covered:	Four Accident Situations, Proper Lockout/Tagout Procedures, The Procedure Applied to Four Energy Types, Start-Up, Lockout/Tagout Procedure, Program Administration, Contractor' Responsibilities.
Length of Class:	2 hours
Frequency of Training:	On initial assignment, when conditions/policy change or if retraining is deemed warranted.
Training Method:	Classroom

Compressed Gas Cylinder Handling

Requirements:	Only trained persons shall be authorized to use, handle or transport compressed gas cylinders.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Personnel Requirements, Classification of Gases, Handling/Transporting/Receiving/Installing Gas Cylinders and Personal Protective Equipment
Length of the Class:	1/2 Hour
Frequency of Training:	On initial assignment and annual thereafter (included in Advanced Safety training)
Training Method:	Classroom

Cryogenic Training

Requirements:	OSHA's Hazard Communication Standard (29 CFR part 1910.1200) is designed to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees.
Who Should Attend:	See Appendix A--EHS Training Requirements.
Topics Covered:	Hazards Of Handling Cryogenic Material, Personal Protective Equipment that should be used During Handling, First-Aid Procedures
Length of Class:	1/2 hour
Frequency of Training:	On initial assignment (included in Advanced Safety training)
Training Method:	Classroom

Electrical Safety

Requirements:	Those that have been assigned as Lockout/Tagout Safety Authorized employees.
Who Should Attend:	See Appendix A--EHS Training Requirements.

Topics Covered:	Accident Prevention, Introduction To Electrical Safety, and The Basic Concepts and Techniques Of Electrical Safety and Related Work Practices.
Length of Class:	2 hours
Frequency of Training:	On initial assignment
Training Method:	Classroom

Emergency Response Team Training (ERT)

Requirements:	Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They shall have received at least 24 hours of training. ERT Training is required by 29 CFR 1910.120 and 29 CFR 1910.165.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	See ERT Organization Procedure EHS-00019.
Length of Class:	40-hours for certification and 24-hours for recertification.
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom and various hands-on drills

Employee Emergency Plans and Fire Prevention Plans (Emergency Action Plans/Evacuation)

Requirements:	Employees must be apprised of the fire hazards of the materials and processes to which they are exposed. Emergency evacuation procedures must be reviewed as required by 29 CFR1910.38.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Emergency Evacuation Plan, EHS-00024.
Length of Class:	1/2 hour

Frequency of Training:	On initial assignment and annual thereafter (included in advanced safety).
Training Method:	Safety Orientation training, drills, and department meetings

Fire Extinguisher - Incipient Stage

Requirements:	ERT members are individuals who respond to incipient fires for the purpose of slowing down the fire. Fire extinguisher training shall be provided as required by 29 CFR1910.156
Who Should Attend:	ERT members - only.
Topics Covered:	Portable Fire Extinguishers
Length of Class:	One hour
Frequency of Training:	On initial assignment and annual thereafter
Training Method:	Classroom with hands-on drill every other year.

Hazardous Materials (HAZMAT/DOT Training)

Requirements:	Shipping and Receiving, and hazardous material handlers are individuals who are responsible for shipping hazardous materials to and from the CNSE facility. HAZMAT training shall be provided as required by 49 CFR, IATA and 1910.156
Who Should Attend:	Shipping and Receiving, and hazardous material handlers - only.
Topics Covered:	U.S. DOT rules for shipping hazardous materials. • Focused training for those who ship dangerous goods by air. • The rules that must be followed under IATA (International Air Transport Association) as required by most air carriers. • The international standards that must be followed when shipping dangerous goods by vessel.

Length of Class:	16 or 24 hours
Frequency of Training:	On initial assignment and every three years thereafter.
Training Method:	Classroom

Hazard Communication Standard and Chemical Safety

Requirements:	Chemical Safety Training/Recertification is required by 29 CFR 1910.1200 for all employees who enter areas where hazardous materials or conditions may exist.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Hazard Communication Training, Hazard Classes, Engineering Controls, Personal Protective Equipment, Emergency Procedures, and Proper Waste Disposal.
Length of the Class:	1 Hour
Frequency of Training:	Initially, during Safety Orientation training. Chemical Safety training is offered on demand.
Training Method:	Classroom

Hazardous Waste Handling Procedures

Requirements:	Hazardous Waste Handling Procedure Training is required to comply with regulations promulgated under the Resource Conservation and Recovery Act (RCRA).
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Hazardous Waste Identification, Waste Streams, General Procedures, Emergency Procedures, Waste Minimization.
Length of the Class:	2 hours certification, 1-hour recertification
Frequency of Training:	On initial assignment and annual thereafter.

Training Method:	Classroom

Hearing Conservation

Requirements:	Employees must be informed of the effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and the purpose of audiometric testing, and an explanation of the test procedures. As required by 29 CFR 1910.95.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	The effects of noise on hearing
Length of Class:	One Hour
Frequency of Training:	On initial assignment and repeated annually for each employee included in the hearing conservation program.
Training Method:	Classroom with audiometric testing.

Hot Work Operations (Welding, Cutting, Brazing and Blasting)

Requirements:	Employer must inform employees of rules and instructions covering the operation and maintenance of welding, cutting, blasting and brazing equipment and systems. As required by 29 CFR 1910.253 and 1910.254.
Who Shall Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Operation and maintenance
Length of Class:	One hour
Frequency of Training:	On initial assignment
Training Method:	On-line via CNSE intranet

Janitorial Safety

Requirements:	Only trained persons shall perform the function of a janitor at the CNSE facility and those who have cleaned-up Bloodborne pathogens during the course of their normal general work duties
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Hazard Communication, Site Emergencies, Site Access, Personal Protective Equipment, Spill Clean-up, Hearing Conservation, Waste Management, Bloodborne Pathogens
Length of the Class:	2 Hours
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Laser Safety Training

Requirements:	Laser Safety Training is required by OSHA and the American National Standards Institute, ANSI Z136.1.
Who Should Attend:	Approved laser users
Topics Covered:	Introduction, Background of Lasers, Fundamentals of Light, Elements of a Laser, The Laser Process, Laser Hazards, Laser Classification, Laser Safety Precautions, Eye Protection, Laser Accidents.
Length of the Class:	One hour
Frequency of Training:	On initial assignment
Training Method:	Classroom

Maintenance Safety

Requirements:	Only trained persons shall be involved in maintenance activities at the CNSE facility.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Hazard Communication, Site Emergencies, Site Access, Personal Protective Equipment, Spill Clean-up, Hearing Conservation, Waste Management, and Bloodborne Pathogens
Length of the Class:	2 Hours
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Medical Services and First Aid

Requirements:	Persons shall be adequately trained to render first aid. First aid supplies approved by the consulting physician shall be readily available. As required by 29 CFR 1910.151.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	CPR, First-aid and AED (The chain of survival, techniques of adult CPR, Introduction to AED, putting CPR and AED together, legal and ethical issues)
Length of Class:	Initial certification-8 hours.
Frequency of Training:	On initial assignment and every three years thereafter.
Training Method:	Video, Slide Presentation, Discussion, Practice Skills and Written Test

Resource Conservation Recovery Act (RCRA)

Requirements:	RCRA training is required by 49 CFR 262 and 265.
Who Should Attend:	Those who work at or oversee the operations where hazardous waste is generated prepare such waste for shipment off site.
Topics Covered:	Authorities and jurisdiction, liabilities, NYCRR regulatory structure. • Hazardous waste identification; Land disposal restrictions. • How to manage universal waste: mercury-containing equipment, used oil, and other special waste. • Key rules for generating, storing, and treating waste on site. • Emergency preparedness and prevention, contingency plans, incident notifications, and release reporting. • Off-site shipping, manifest instructions, tracking and discrepancies, one-trip rule for PCBs, LDR notifications and certifications. • Recordkeeping and reporting, training documentation, and the hazardous waste reduction plan
Length of the Class:	8 Hours
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Personal Protective Equipment

Requirements:	Before doing work requiring use of personal protective equipment, employees must be trained to know: when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as know its proper care, maintenance, useful life, and disposal. In many cases, more than one type of personal protective equipment will provide adequate protection. As required per 1910.132 and 1910.138.

Who Should Attend:	See Appendix A--EHS Training Requirements.
Topics Covered:	Jobs that require personal protective equipment, how it is to be worn, its limitations, proper care and maintenance, useful life and disposal.
Length of Class:	1 hour
Frequency of Training:	On initial assignment, when conditions/policy change or if retraining is deemed warranted. (included in Advanced Safety training)
Training Method:	Classroom

Powered Industrial Truck

Requirements:	Powered Industrial Truck Safety Training is required by 29 CFR 1910.178.
Who Should Attend:	See Appendix A--EHS Training Requirements.
Topics Covered:	Forklift Accidents, Operating Rules, Working Environment of the Forklift Operator, Parts of the Forklift Safety Inspection Report.
Length of the Class:	2 Hours
Frequency of Training:	On initial assignment. Recertification is required every three years.
Training Method:	Classroom with hands-on skills testing (driving). Skills testing required before license issued

Radiation Safety

Requirements:	Only trained persons shall operate equipment that house sources of radiation (ionizing and non-ionizing).
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Overview of Principles and Practices of Radiation Protection, Monitoring Techniques, Biological Effects, Regulations and Job Specific Instruction.
Length of the Class:	1 Hour

Frequency of Training:	On initial assignment and annually thereafter.
Training Method:	Classroom

Respiratory Protection

Requirements:	Respirator Safety Training is required by 29 CFR 1910.134. Employees using respiratory protection must be trained in their proper use and limitations.
Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Policy Statement, Medical Surveillance and Certification, Respirator Selection, Fit Testing, Cleaning, Inspection, and Storage, Emergency Use of Respirators, Federal and State Regulations.
Length of Class:	One Hour
Frequency of Training:	On initial assignment and annual thereafter. Medical clearance and fit testing also required annually.
Training Method:	Classroom, clearance and fit testing provided by an Occupational Medical Center.

APPENDIX C
CNSE EHS Training Sign-In Sheet

Environmental, Health and Safety Training

I have received training in the following area(s): _____
Course Title(s)

on _____ at _____
Date *Time*

The instructor's name was _____ and the training lasted for _____
Duration

	Name *(Print Clearly)*	Job Title	Department/Tenant	Supervisor *(Print Clearly)*	Email address
1					
2					
3					
4					
5					
6					
7					
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9					
10					
11					
12					
13					
14					

NOTE: SEND COPY OF TRAINING RECORD TO ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT