



West Virginia University®
ENVIRONMENTAL HEALTH & SAFETY

TRAINING PROGRAM

Origination Date – April 2014
Revised Date – November 2016

WEST VIRGINIA UNIVERSITY
TRAINING PROGRAM

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1.0 Purpose

This program provides the requirements and resources for West Virginia University (WVU) employees to understand and participate in Environmental Health and Safety (EHS) training courses. WVU through EHS is ultimately concerned with workers receiving the proper training to perform assigned duties productively and efficiently in a safe and healthy manner while protecting the environment. This is achieved through initial training, refresher training, on-the-job training and informational programs and distributed content and materials that uphold required federal, state, and local regulations.

2.0 Scope

EHS and the EHS Training Program strive to promote occupational health and safety through the development of a high quality training program designed to comply with applicable State and Federal regulations and EHS initiatives. Through consultation with EHS, WVU departments will determine the tasks for which safety training is required to ensure compliance with federal, state, and local regulations. All employees of WVU are required to participate in job-relevant environmental, health, and safety training about which all questions and concerns should be directed to EHS. This program applies to the entire WVU campus and its divisional campuses.

3.0 Definitions

EHS – Environmental Health and Safety

SHE – Safety and Health Extension

WVU Management – West Virginia University personnel who act in a supervisory capacity including leaders in academia, departmental staff administrators and departmental leaders

Divisional Campuses – WVU institutions and related entities located outside of the main campus.

4.0 Roles and Responsibilities

The Training Program roles and responsibilities are identified in the following sections and play an important role in environmental, health and occupational safety at WVU. The compliance of the program with regulatory requirements relies on WVU supervision to ensure employees are adhering to and following training program requirements.

4.1 Environmental Health and Safety (EHS)

- 4.1.1. Conduct and provide training assessments on an as needed, required or requested basis.
- 4.1.2. Provide guidance to departmental supervision and employees on training requirements and available EHS training courses as they relate to established EHS programs and regulatory requirements.
- 4.1.3. Develop and update training matrix and course descriptions (See Appendix A for Course Descriptions).
- 4.1.4. Advertise and promote safety training courses to the WVU community.
- 4.1.5. Design, develop, maintain and revise as needed the Training Program at WVU.
- 4.1.6. Identify training and programs that satisfy the needs of WVU.
- 4.1.7. Provide or contract training for courses not offered to WVU by SHE, including but not limited to pesticide, DOT, IATA, lab safety and environmental topics.
- 4.1.8. Provide guidance to WVU employees concerning training-related questions.
- 4.1.9. Maintain occupational health and safety training curriculum.
- 4.1.10. Determine duration and frequency of each course offering.
- 4.1.11. Develop, maintain and update annual training calendar, make readily available and communicate to WVU employees.
- 4.1.12. Maintain training records for WVU employees of offered EHS courses.

4.2 Safety & Health Extension (SHE)

4.2.1. SHE will provide expertise, consultative services and training to support the ongoing effort of EHS to improve and maintain the occupational health and safety of WVU employees.

4.3 WVU Management

4.3.1. Through consultation with EHS, supervisors must review the training needs of their employees and students and ensure that employees and students receive appropriate training based on workers' tasks and EHS course description requirements. See **Appendix B** for the WVU Environmental Health and Safety Course Training Requirements, or **Appendix C** for the link to Employee Training Needs Assessment.

4.3.2. Supervisors are responsible for their employees' completion of required training.

4.3.3. Ensure appropriate safety equipment is provided and used in accordance with received EHS training and regulatory requirements. Supervisors/Leads must attend training with their employees to understand employee task safety requirements as defined by regulatory agencies and accepted national standard safety practices.

4.3.4. Provide specific and detailed On-The-Job training as required using the form provided in **Appendix D**.

4.3.5. Determine proficiency of employees' work practices and equipment operations before allowing full authorization of use and/or applications.

4.3.6. Ensure that safe work practices are followed.

4.3.7. Responsible for ensuring funding where applicable to provide training courses.

4.3.8. Responsible for providing students and volunteers with safety information as necessary to safely perform assigned tasks.

4.4 WVU Employees

Note: WVU employees are the individuals responsible for adhering to the guidelines of this program and include Administration, Faculty, Staff, Graduate Students, Post-Doctoral Students, and Student Employees.

4.4.1 Attend and participate in EHS training as mandated by EHS or as required by department.

4.4.2 Adhere to and follow guidelines, practices and requirements outlined in EHS training.

4.4.3 Legibly complete documents required for proper recording keeping in order to receive credit for the attended course.

4.5 Contractors

4.5.1 Contractors must receive proper training as mandated by federal, state and local regulations, WVU or grant funding requirements prior to conducting work on WVU projects and property.

5.0 Training

5.1 No formal training is required to follow this program

5.2 Each WVU employee is required to follow the appropriate respective roles identified in Section 4.0

6.0 Training Procedures

6.1 General Guidelines

6.1.1 EHS may provide classroom and/or on-line training in compliance with federal, state and local regulations.

6.1.2 WVU or contracted specialized trainers must be qualified and competent to provide training per federal, state and local regulations (i.e. OSHA, WVDEP, DOT, etc.) or possess an appropriate level of experience in order to be permitted to train on the subject matter.

- 6.1.3 Some courses may have associated costs for the purchase of course materials which are the responsibility of the department. EHS will provide notification of associated costs in released training announcements when applicable.
- 6.1.4 Activate EHS involvement to conduct a training needs assessment.
- 6.1.5 WVU Management must provide the hands-on portion of training where applicable.
- 6.1.6 Available EHS course topics, course descriptions, training calendar, regulatory information, and who should attend can be found at ehs.wvu.edu/training.
- 6.2 **Training Services**
 - 6.2.1 The following groups provide occupational safety and health training to WVU: EHS, SHE, and qualified and competent specialized product vendors.
- 6.3 **Training Materials**
 - 6.3.1 Documentation of training is expected for all parties who agree to provide training on behalf of EHS to WVU. In addition to adhering to the course descriptions authored and updated by EHS (see **Appendix A**), the following is a list of recommended elements that trainers can determine or use when presenting to WVU departments:
 - 6.3.1.1 Audience
 - 6.3.1.2 Objectives
 - 6.3.1.3 Purpose
 - 6.3.1.4 Materials
 - 6.3.1.5 Required Media Equipment
 - 6.3.1.6 Location Requirements
 - 6.3.1.7 Course Description and outline with Estimated Time Spent Covering Each Topic(s)
 - 6.3.1.8 Pre- and Post-Tests (when applicable)
 - 6.3.1.9 Participant Evaluation (when necessary)
 - 6.3.2 It may be necessary to ensure ADA compliance, for example, to provide an interpreter, for the training session being offered. Associated costs are the responsibility of the department.
 - 6.3.3 Participants with ADA needs should notify EHS at least four (4) weeks minimum in advance of the course offering to ensure those needs can be met.
- 6.4 **Training Requests**
 - 6.4.1 Training not already available on the annual calendar may be requested at least six (6) weeks in advance unless arrangements have been made with the EHS Training Specialist by using the EHS Service Request form located at ehs.wvu.edu.
 - 6.4.2 Safety training will be coordinated and scheduled through EHS, who may choose to employ the services of SHE or other specialized contractor in accordance with the annual services document.
 - 6.4.3 EHS will aim when feasible to ensure timely scheduling of training requests that can be accommodated.
- 6.5 **Class Scheduling**
 - 6.5.1 A minimum class size of five (5) is advised for a training session to be offered.
 - 6.5.2 Training locations may be provided by EHS, SHE or the organization requesting training.
 - 6.5.3 For most training sessions offered, participants must pre-register to participate in the training. The registration deadline will be determined by EHS and communicated to WVU through a training announcement.
- 6.6 **Training Cancellation Policy**
 - 6.6.1 In the event of predicted inclement weather, EHS reserves the right to choose to cancel a training session. Notification will be sent to SHE or specialized contractor and key WVU individuals to assist with sharing the cancellation. Rescheduling of the training session will be agreed to by EHS and SHE or the specialized contractor.

- 6.6.2 In the event that fewer than five (5) individuals have registered for a training session, EHS reserves the right to choose to cancel the training session. Notification of the cancellation will be sent to SHE or the specialized contractor and key WVU individuals to assist with sharing the information.

7.0. Recordkeeping

- 7.1. EHS will maintain training records for training offered as per the training calendar and training requests.
- 7.2. Anyone providing training on behalf of EHS must send training-related documents and other relevant information gathered during training, including but not limited to sign-in sheets, training materials, and outlines to EHS within 1 week of the provided training session.
- 7.3. EHS training records will be retained for the length of employment plus 30 year.
- 7.4. On-the-job training records shall be kept on file in the department.
- 7.5. Consistent information is required to be collected from training participants at the time the training session is offered for data collection purposes. Demographic information that will be collected at the time of training includes the employee's legal name as registered with WVU, WVU ID (700 or 800 number), and a legible signature.

8.0. References

- 8.1. Occupational Safety and Health Administration (OSHA)
- 8.2. Environmental Protection Agency (EPA)
- 8.3. West Virginia Department of Environmental Protection (WVDEP)
- 8.4. Department of Transportation (DOT)
- 8.5. National Fire Protection Association (NFPA)
- 8.6. American National Standards Institute (ANSI)

9.0. Program Review

- 9.1. The EHS Training Program will be reviewed by EHS and other WVU management or entities as necessary.
- 9.2. The EHS Training Program will be modified and updated as needed in response to managerial and employee concerns or changes to regulatory requirements.

10.0. Program Revisions

- 10.1. Revisions to the EHS Training Program will include an explanation for the change needed and how it will affect the current adopted program.
- 10.2. Changes to the current EHS Training program will include the changes from the last revision.

10.0. Appendices

- Appendix A – Course Descriptions
- Appendix B – Course List per Job Task Matrix
- Appendix C – Employee Safety Training Needs Assessment
- Appendix D – On-The Job Training Record

Appendix A – Course Descriptions



HEALTH AND SAFETY TRAINING

COURSE DESCRIPTIONS 2017

Environmental Health and Safety

PO Box 6551
Morgantown, WV 26506-6551
(304) 293-6737

<http://ehs.wvu.edu/>
EHSTrainingServices@mail.wvu.edu

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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ACCESS TO MEDICAL AND EXPOSURE RECORDS:

This course has offerings that deal with information on how to access medical and exposure records. OSHA requires employers maintain employee medical and exposure records. This course will give the employee information on the existence, location and availability of medical and exposure records as well as who is responsible for maintaining and providing access to those medical records.

Objectives: Course attendees will be able to explain their rights under the OSHA access to medical and exposure records standard.

Contents:

- Definitions
- Who has access to medical and exposure records
- The types of records available to employees
- The length of time WVU keeps various records
- The existence, location, and availability of medical and exposure records
- The person responsible for maintaining and providing access to medical and exposure records
- Employee's rights of access to medical and exposure records

Target Audience:

This offering is intended for those employees who are interested in learning about the types of accidents and exposures that occur at West Virginia University and what is being done to track and prevent them.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	.25 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1020
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ACCIDENT-PREVENTION: Injury/Illness Reporting (Worker)

This course has offerings that deal with information pertaining to accidents, how to prevent accidents from occurring, how to properly record them and how to access medical records. Upon completion of this course, participants will understand how to find accident and medical information, how to record an accident, and steps that can be taken to prevent similar accidents.

Objective: Class participants will be able to demonstrate how to report an accident or injury within the appropriate time frame and will be able to describe common injuries occurring at WVU.

Contents:

- Why report an accident or near-miss
- Methods of reporting an accident or near miss
- Using the correct form
- Time frame for reporting accidents

Target Audience:

This offering is intended for those employees who are interested in learning about the types of accidents and exposures that occur at West Virginia University and what is being done to track and prevent them.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	.25 to .5 hours

<i>Referenced Regulation:</i>	29 CFR 1904
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ADULT CPR/AED:

This course gives information necessary to provide Cardio Pulmonary Resuscitation (CPR) training. The training is conducted by representatives from the American Heart Association. The course participants will demonstrate a practical knowledge of CPR techniques.

Contents:

- Bloodborne Pathogen Overview
- Cardiac Chain of Survival
- Checking the conscious victim
- Checking an unconscious victim
- Adult/Child CPR
- Adult/Child choking
- Adult/Child AED

Target Audience:

This course is intended for West Virginia University employees who want to learn Cardio Pulmonary Resuscitation (CPR).

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every two years	3 hours

<i>Referenced Regulation:</i>	29 CFR 1910. 151
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ARC FLASH:

This course describes the dangers associated with arc flashes and what can be done to protect the worker. The course focuses on safe work practices and the correct personal protective equipment that must be worn.

Contents:

- Development leading to NFPA 70E-2000
- Flash approach boundaries and limits of approach
- Flash protection boundary calculations
- Choosing the correct PPE
- Reducing the Arc Flash hazard
- Energized electrical work permit

Target Audience:

This course is intended for West Virginia University employees who must work on or near exposed electrical conductors or circuit parts that are or can become energized.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 Years (Periodic)	2 hour

<i>Referenced Regulation:</i>	NFPA 70E-2000
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS AWARENESS:

This course gives basic knowledge of asbestos. Participants will learn the basic safety principles necessary for working in building containing asbestos or asbestos containing materials.

Contents:

- The health effects of asbestos
- The relationship between smoking and asbestos
- Location of asbestos
- Recognition of asbestos
- How asbestos is released
- Proper work practices
- How to respond to a fiber release

Target Audience:

This course is intended for West Virginia University employees who are assigned to a work area where asbestos is present.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annually	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Air Monitoring - Initial

Participants will learn the regulatory requirements and safety hazards involved in asbestos air monitoring. Participants will be able to demonstrate how to do clearance monitoring on asbestos projects. They will understand the need for personal protective equipment and know how to properly use the equipment. Participants must pass an exam in order to receive their certification.

Contents:

- Background information on asbestos
- Health effects
- Personal protective equipment
- Overview of asbestos regulations
- Purpose and theory of air monitoring
- Methods of sampling and analysis
- Required monitoring
- Air monitoring strategies
- Field steps for air monitoring
- Specific clearance requirements for clearance monitoring
- Air sampling practice
- Interpreting air sampling results

Target Audience:

This class is intended for employees who will use clearance air monitoring practices during asbestos abatement projects.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	32 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Air Monitoring - Refresher

Participants will learn the regulatory requirements and safety hazards involved in asbestos air monitoring. Participants will be able to demonstrate how to do clearance monitoring on asbestos projects. They will understand the need for personal protective equipment and know how to properly use the equipment. Participants must pass an exam in order to receive their certification.

Contents:

- Review and discuss changes in basic considerations and procedures for locating and identifying asbestos
- Review health and legal programs associated with asbestos
- Review proper asbestos control
- Changes in federal and state regulations
- Developments in state-of-the-art procedures for asbestos
- Review of key aspects of the initial training course

Target Audience:

This class is intended for employees who will use clearance air monitoring practices during asbestos abatement projects.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	4 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Building Inspector - Initial

Since EPA requires inspecting all buildings prior to renovations and demolitions and re-inspecting school buildings every three years, many different individuals may need to take this class. Detailed information concerning the many steps in the inspection process as well as the bulk sampling is included. This class includes a 4-hour demonstration inspection exercise. Past attendees have included: consultants, abatement contractors, demolition contractors, building and facility managers, school district officials, safety and environmental managers and regulatory compliance officers. Each attendee must successfully complete a 50-question multiple choice exam in order to receive certification.

Contents:

- Background information on asbestos
- Potential health effects related to asbestos exposure
- Functions, qualifications, and role of inspectors
- Legal liability and defense
- Understanding building systems
- Public, employee, building occupant relations
- Pre-inspection planning and review of previous inspections
- Inspecting for friable and non-friable asbestos-containing material (ACM) and assessing the condition of friable ACM
- Bulk sampling and documentation of asbestos in schools
- Inspector respiratory protection and personal protective equipment
- Record keeping and writing the asbestos report
- Regulatory review, including EPA Worker Protection Rule, Asbestos Hazard Emergency Response Act (AHERA), OSHA Asbestos Construction Standard, OSHA respirator requirements, applicable state and local regulations
- Practice inspection

Target Audience:

This course is specifically designed for those individuals who will be taking bulk samples in buildings to identify ACM, compiling inspection reports and those who desire the need to understand the inspection process.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	24 Hours
<i>Referenced Regulation:</i>	29 CFR 1910.1001

WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Building Inspector - Refresher

This half-day refresher course reviews the topics from the initial course and provides current updates and clarifications. Each attendee must pass a 25-questions exam in order to qualify for certification.

Contents:

- Review and discuss changes in basic considerations and procedures for locating and identifying asbestos
- Review health and legal programs associated with asbestos
- Review proper asbestos control
- Changes in federal and state regulations
- Developments in state-of-the-art procedures for asbestos
- Review of key aspects of the initial training course

Target Audience:

This course is specifically designed for those individuals who will be taking bulk samples in buildings to identify ACM, compiling inspection reports and those who desire the need to understand the inspection process.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	4 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Management Planner - Initial

The management planner reviews asbestos building inspection reports and other pertinent information to determine whether an asbestos hazard exists in a building. Attending the 3-Day Building Inspector class is a prerequisite. Topics include the hazard assessment process, details of the abatement options, developing an operations & maintenance program, analytical techniques and regulatory requirements for schools. Each attendee must successfully complete a 50-question multiple choice exam in order to receive certification.

Contents:

- Role of management planner
- Evaluation/interpretation of survey results
- Hazard assessment
- Legal implications
- Evaluation and selection of control options
- Role of other professionals, including industrial hygienists, engineers, and architects
- Developing an operation and maintenance (O&M) plan
- Regulatory review focusing on the OSHA Asbestos Construction Standard, the National Emission Standard for Hazardous Air Pollutants (NESHAP), and applicable state regulations
- Record keeping
- Assembling and submitting the management plan
- Financing abatement actions
- Practice in developing the management plan

Target Audience:

Anyone who will be reviewing asbestos building inspection reports and other pertinent information to determine whether an asbestos hazard exists in a building should take this course. Past attendees have included: consultants, building and facility managers, school district officials, safety and environmental managers and regulatory compliance officers.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	16 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Management Planner - Refresher

This half-day refresher course reviews the topics from the initial course and provides current updates and clarifications. Each student must have first pass the Building Inspector Refresher in order to be eligible for this course. The Management Planner Refresher is normally conducted in the afternoon immediately following the Inspector Refresher. Each attendee must pass a 25-questions exam in order to qualify for certification.

Contents:

- Review and discuss changes in basic considerations and procedures for locating and identifying asbestos
- Review health and legal programs associated with asbestos
- Review proper asbestos control
- Changes in federal and state regulations
- Developments in state-of-the-art procedures for asbestos
- Review of key aspects of the initial training course

Target Audience:

Anyone who will be reviewing asbestos building inspection reports and other pertinent information to determine whether an asbestos hazard exists in a building should take this course. Past attendees have included: consultants, building and facility managers, school district officials, safety and environmental managers and regulatory compliance officers.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	4 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Project Designer - Initial

This 3-Day course attempts to make the attendee familiar with applicable regulations, cost estimation, developing a project scope and the elements of a specification. A design exercise conducted on the third day of the course reinforces some of these issues. Past attendees have included: consultants, building and facility managers, architects, building engineers, safety and environmental managers and regulatory compliance officers. Each attendee must successfully complete a 100-question multiple choice exam in order to receive certification.

Contents:

- Background information on asbestos
- Potential health effects related to asbestos exposure
- Overview of asbestos abatement construction projects
- Safety system design specifications
- Respiratory protection and personal protective equipment
- Additional safety hazards
- Fiber aerodynamics and control
- Writing abatement specifications
- Financing abatement actions
- Designing abatement solutions
- Preparing abatement drawings
- Contract preparation and administration
- Legal liabilities and defenses
- Replacement of asbestos with substitutes
- Roles of other professionals
- Completing an abatement project
- Regulatory review

Target Audience:

Individuals that need to be able to develop contract documents such as the technical specification for asbestos abatement or want to be familiar with the process should take the project designer training course.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	24 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Project Designer - Refresher

This 1-Day refresher course reviews the topics from the initial course and provides current updates and clarifications. A thorough review of the components of a specification, insurance and bonding and the use of drawings is included. Each attendee must pass a 25-question exam in order to qualify for certification.

Contents:

- Review and discuss changes in basic considerations and procedures for locating and identifying asbestos
- Review health and legal programs associated with asbestos
- Review proper asbestos control
- Changes in federal and state regulations
- Developments in state-of-the-art procedures for asbestos
- Review of key aspects of the initial training course

Target Audience:

Individuals that need to be able to develop contract documents such as the technical specification for asbestos abatement or want to be familiar with the process should take the project designer training course.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	8 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Supervisor/Contractor – Initial

This comprehensive course provides detailed information about the asbestos abatement process including specifics on federal, state and local regulatory requirements. This 5-Day course includes two days of hands-on activities such as containment and decontamination chamber construction, glove bag removal and post removal cleanup exercise. Each attendee must successfully complete a 100-question multiple choice exam in order to receive their certification.

Contents:

- Overview covering certification requirements, physical characteristics of asbestos, historical and present use of asbestos, summary of health effects and related history, exposure standards, factors influencing the asbestos industry
- EPA, OSHA, state, and local regulations – current and future
- Health effects, medical surveillance, and health record keeping
- Respirators and Type C systems
- Protective clothing
- Safety and health considerations other than asbestos
- Preparing the work area and establishing a decontamination station
- Confining and minimizing airborne fibers/glove bagging
- Cleaning up the work area
- Personal hygiene, waste disposal, and air sampling
- Liability and insurance
- Control options other than removal
- Hands-on exercises to include:
 - respirators and individual qualitative fit testing
 - design of an asbestos abatement project
 - constructing an asbestos work enclosure
 - donning personal protective equipment
 - simulated ceiling removal and clean up
 - simulated pipe removal and clean up
 - simulated emergency

Target Audience:

This course is intended for individuals supervising the asbestos abatement process. Possible attendees include: Abatement Contractors, Building and Facility Owners, Consultants, Regulatory Officials, Safety and Environmental Managers, Architects, Maintenance and Facility Managers.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Initial	40 Hours

<i>Referenced Regulation:</i>	29 CFR 1919.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Supervisor/Contractor - Refresher

This 1-Day refresher course reviews the topics from the initial course and provides current updates and clarifications. The course includes detailed information on the project notification process and required documentation. Each attendee must pass a 25-question exam in order to qualify for certification.

Contents:

- Review and discuss changes in basic considerations and procedures for locating and identifying asbestos
- Review health and legal programs associated with asbestos
- Review proper asbestos control
- Changes in federal and state regulations
- Developments in state-of-the-art procedures for asbestos
- Review of key aspects of the initial training course
- Participants who complete the refresher courses will become recertified for a one-year period.

Target Audience:

This course is intended for individuals supervising the asbestos abatement process. Possible attendees include: Abatement Contractors, Building and Facility Owners, Consultants, Regulatory Officials, Safety and Environmental Managers, Architects, Maintenance and Facility Managers.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	8 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Worker - Initial

All individuals involved in actual asbestos abatement activities must attend this 4-Day course which includes 16-Hours of hands-on activities. The emphasis of this course is to teach the attendee how to protect himself and to conduct the abatement activities according to regulatory and specification requirements. Each attendee is given the opportunity to use abatement equipment and supplies to set-up an asbestos containment area, conduct a glove bag removal and properly conduct post abatement clean-up activities. Each attendee must pass an exam (50 multiple choice questions) in order to receive their certification. Courses are approved by EPA.

Contents:

- Uses and applications of asbestos material in buildings
- Location of such materials
- What steps employees can take to minimize their exposure to asbestos to reduce their risk of incurring asbestos related diseases
- Practical aspects of performing maintenance or repair on asbestos containing materials
- Practical precautions to be followed in removing suspended ceiling panels, installing light or plumbing fixtures, repairing air handling systems or engaging in any activity that might damage asbestos containing materials
- Wet cleaning methods and the use of special equipment
- Removal and disposal procedures
- Proper use of personal protective equipment and personal hygiene techniques, and information on reporting procedures and compliance with relevant regulations

Target Audience:

Any person who engages in an asbestos project, but who does not engage in specific asbestos abatement related activities required to be performed by other licensed persons.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Initial	32 Hours

<i>Referenced Regulation:</i>	29 CFR 1919.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ASBESTOS: Worker - Refresher

Federal and State regulations require asbestos certified person to successfully complete an annual refresher course to continue eligibility for EPA/OSHA accreditation and State Licensing. This 1-day refresher course reviews the topics from the initial course and provides current updates and clarifications. A thorough review of the proper use of personal protective equipment and how to interpret exposure monitoring results is included. Each attendee must pass a 25 question exam in order to qualify for certification.

Contents:

- Uses and applications of asbestos material in buildings
- Location of such materials
- What steps employees can take to minimize their exposure to asbestos to reduce their risk of incurring asbestos related diseases
- Practical aspects of performing maintenance or repair on asbestos containing materials
- Practical precautions to be followed in removing suspended ceiling panels, installing light or plumbing fixtures, repairing air handling systems or engaging in any activity that might damage asbestos containing materials
- Wet cleaning methods and the use of special equipment
- Removal and disposal procedures
- Proper use of personal protective equipment and personal hygiene techniques, and information on reporting procedures and compliance with relevant regulations

Target Audience:

Any person who engages in an asbestos project, but who does not engage in specific asbestos abatement related activities required to be performed by other licensed persons.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	8 Hours

<i>Referenced Regulation:</i>	29 CFR 1910.1001
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

BASIC HEALTH AND SAFETY:

This course offers an overview of the basic safety services provided by Environmental Health and Safety (EHS). The course will also overview several key safety topics new employees need in order to work at West Virginia University. Upon completion of the course, employees will have the knowledge to safety and productively perform their assigned job tasks.

Contents:

- The purpose of safety training
- Overview of Environmental Health and Safety
- Hazard identification
- Emergency preparedness
- Fire safety
- Injury/Illness information
- Hazardous materials
- Asbestos
- Indoor air quality
- Flu Awareness
- Medical monitoring
- Respirators
- Hearing protection
- Safety Training

Target Audience:

This offering is intended for newly hired West Virginia University employees.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
<i>Initial</i>	2 hours

<i>Referenced Regulation:</i>	29 CFR 1910 various
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

BASIC RCRA for LAMPS and BATTERIES:

This course will train WVU employees how to correctly manage waste batteries and lamps.

Contents:

- Identifying Lamps and Batteries
- Handling Lamp and Batteries
- Storing Lamps and Batteries
- Labeling Lamps and Batteries
- Universal Waste versus Hazardous Waste
- Disposing of Lamps and Batteries

Target Audience:

This course is intended for West Virginia University employees who periodically must change lamps and batteries.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	.25 hour

<i>Referenced Regulation:</i>	40 CFR 265.16
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

BLOODBORNE PATHOGENS (for non-medical employees):

This course will give the learners the necessary knowledge to work safely in areas where bloodborne pathogens may be present. Participants will be able to identify proper personal protective equipment, clean up infectious materials and know the universal precautions that should be taken when exposed to potentially infectious materials.

Objective: Upon completion of this class, participants will be able to explain the importance of using universal precautions and will be able to identify they types of necessary PPE. They will also summarize the content listed below.

Contents:

- OSHA Bloodborne Pathogens standard overview
- Epidemiology and symptoms of bloodborne diseases
- Modes of transmission of bloodborne pathogens
- WVU Exposure Control Plan
- Tasks and activities that may cause exposure to bloodborne pathogens
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and Personal Protective Equipment
- Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE
- An explanation of the basis for selection of PPE
- Hepatitis B vaccination information
- Information of the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post exposure evaluation and follow-up that WVU is required to provide for the employee following an exposure incident
- Emergency information
- Interactive questions and answers

WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

Target Audience:

This course is intended for West Virginia University employees who could be exposed to bloodborne pathogens as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annually	Up to 1 hour initial; 15 to 30 minutes refresher

<i>Referenced Regulation:</i>	29 CFR 1910.1030
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

CHAINSAWS

The chain saw is one of the most efficient, productive and dangerous portable power tools. This course discusses the necessary procedures and equipment needed to safely operate a chainsaw.

Contents:

- Overview of the Chain Saw and safety features
- Chain Saw maintenance
- Applicable OSHA regulations
- Chain Saw injury locations
- PPE
- Fueling
- Starting the saw
- Chain saw operation
 - Manual felling
 - Limbing and bucking

Target Audience:

It is intended for West Virginia University employees who operate a chain saw as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	Varies

<i>Referenced Regulation:</i>	29 CFR 1910.266
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

COMPRESSED GASES:

This course describes the necessary measures and precautions that must be taken when working with compressed gases.

Contents:

- OSHA’s Compressed gas standards
- WVU Compressed Gas Program
- Transporting compressed gas cylinders
- Storage of compressed gas cylinders
- Labeling of compressed gas cylinders
- Handling and use of compressed gas cylinders
- Cryogenic liquids

Target Audience:

This course is intended for any West Virginia University employee who will potentially be working with compressed gases.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hours

<i>Referenced Regulation:</i>	29 CFR 1910.101
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

CONTROL of HAZARDOUS ENERGY: Authorized Employees

This course discusses the necessary procedures used to control various types of hazardous energy when performing repairs and maintenance to machinery and equipment. Participants will understand how to identify and control hazardous energy while performing maintenance or repairs to machinery and equipment. Participants will also understand the importance of locks and tags.

Contents:

- Overview of the OSHA regulation
- Types of hazardous energy
- Written procedures of machinery and equipment
- Duties of authorized employees
- Proper lockout/tagout procedures
- Locks and tags
- Types of lockout equipment
- Employee notification
- Multiple workers
- Contractors
- Re-energizing equipment

Target Audience:

It is intended for West Virginia University employees who either perform repairs or maintain equipment.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	2 hour

<i>Referenced Regulation:</i>	29 CFR 1910.147
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

CRANES: Overhead/Gantry

This course gives a general overview for the operation of overhead/gantry cranes. Participants will be trained to know how to inspect, care for, and safely use cranes and other hoisting equipment. All cranes are different and may have specific operating, safety, inspection and maintenance requirements. It is essential that manufactures operating manuals are available and crane operators are familiar with the crane they will be using.

Contents:

- Overview of the OSHA regulation 1910.179
- Capacities of equipment and attachments
- Purpose, use and limitations of controls
- Daily Checks
- Start-up and shutdown procedures
- Emergency shutdown procedures
- General operating procedures
- Basic signaling procedures
- Hoisting equipment
- Inspections
- Maintenance

Target Audience:

It is intended for West Virginia University employees who uses overhead or gantry cranes as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	2 hour

<i>Referenced Regulation:</i>	29 CFR 1910.179
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

CONTROL of HAZARDOUS ENERGY: Affected

This course discusses the necessary procedures used to control various types of hazardous energy when performing repairs and maintenance to machinery and equipment. Participants will understand how to identify and control hazardous energy while performing maintenance or repairs to machinery and equipment. Participants will also understand the importance of locks and tags.

Contents:

- Overview of the OSHA regulation
- Types of hazardous energy
- Written procedures of machinery and equipment
- Duties of affected employees
- Proper lockout/tagout procedures
- Locks and tags
- Employee notification
- Contractors

Target Audience:

It is intended for West Virginia University employees who are affected by the machinery and equipment being down for service.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.147
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

CUSHMANS:

This course describes safe and proper Cushman operating procedures and accident prevention skills.

Contents:

- Operator’s manual
- Differences between on-road vehicles and Cushmans
- Labels and warning
- Daily Inspections
- Starting and Driving Vehicle
- Fueling

Target Audience:

This course is intended for West Virginia University employees who operate Cushman vehicles as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 U.S.C. § 654. 5
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

DRIVING SAFETY:

This course will reinforce safe driving techniques and accident prevention skills.

Contents:

- Vehicle inspection
- Comfort
- Defensive driving
- Intersections
- Following distances
- Turning and passing
- Road hazards
- Weather conditions

Target Audience:

Employees who drive a state vehicle or operate a vehicle during working hours must take this course.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 U.S.C. § 654. 5
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

ELECTRICAL SAFE WORK PRACTICES: Electricians

This course describes the vital steps that must be taken when working with electricity. The course participants will understand and be able to demonstrate the safe work practices that must be used when working with or around electricity.

Contents:

- OSHA’s Electrical Standards
- Nature of electrical accidents
- Electrical hazard recognition
- Protective measures
- Grounding
- Ground Fault Circuit Interrupters
- Electrical shock
- Static electricity
- Electrical safe work practices
- Lockout/Tagout overview
- Arc Flash

Target Audience:

This course is intended for experienced electricians who routinely work on electrical components.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	29 CFR 1910.331-335
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

ELECTRICAL SAFE WORK PRACTICES: Non-Electricians

This course describes the vital steps that must be taken when working with electricity. The course participants will understand and be able to demonstrate the safe work practices that must be used when working with or around electricity.

Contents:

- Nature of electrical accidents
- Electrical hazard recognition
- Protective measures
- Grounding
- Ground Fault Circuit Interrupters
- Safe work practices
- Lockout/Tagout overview
- Cord and plug connected equipment

Target Audience:

This course is intended for any West Virginia University employee who works with electrical equipment and wants to know more about electrical safety.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hours

<i>Referenced Regulation:</i>	29 CFR 1910.331-335
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

EMERGENCY ACTION PLANS:

This course provides basic information on WVU employee’s responsibilities during an emergency situation.

Contents:

- WVU’s Emergency Action Plan
- The importance of emergency response
- WVU employee’s role in an emergency
- Evacuation procedures
- Designated meeting areas
- Procedures for reporting an emergency
- Contact information
- WVU emergency flip chart

Target Audience:

This course is intended for all West Virginia University employees.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	.5 hour

<i>Referenced Regulation:</i>	OSHA 29 CFR 1910.38
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

ERGONOMICS:

This course gives basic knowledge of ergonomic principles. The participant will understand the importance of work space design and using the correct tools for a job. The will learn basic safety information that can be used to increase productivity and decrease the risk of personal injury.

Contents:

- What is ergonomics?
- Common types of injuries
- Proper work place design
- Ergonomic tools and equipment

Target Audience:

This course is intended for West Virginia University employees who has an interest in ergonomics.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 U.S.C. 654 (General Duty Clause)
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

FALL PROTECTION AWARENESS:

This course will give participants an overview of OSHA's fall protection regulations. They will understand that working from heights requires additional training and proper PPE.

Contents:

- Identify fall hazards
- Analyze fall hazards
- Preventing fall hazards
- Overview of OSHA regulations

Target Audience:

This offering is intended for West Virginia University employees who have the potential to be working from heights.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 CFR 1926 Subpart M
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

FALL PROTECTION: Competent Person

This course will give participants the information they will need in order to work safely from heights.

Contents:

- OSHA regulations
- Hazard Identification
- Written fall protection program
- Restraint systems
- Fall arrest systems
- Inspection and maintenance
- PPE

Target Audience:

This offering is intended for West Virginia University employees who must work from heights in order to perform their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	6 hours

<i>Referenced Regulation:</i>	29 CFR 1926 Subpart M
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

FALL PROTECTION: Worker

This course will give participants the information they will need in order to work safely from heights.

Contents:

- *Pretest*
- Conventional systems – guardrails, hole covers, safety nets, personal fall arrest systems
- Hazard Identification
- WVU Fall Protection Policy
- Restraint systems
- Personal fall arrest systems
- Inspection and maintenance of personal fall arrest systems
- Roof access
- Sloped roofs
- Flat roofs
- Skylights and smoke hatches
- Markings for roofs
- Fall protection project status
- Post test

Target Audience:

This offering is intended for West Virginia University employees who must work from heights in order to perform their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	29 CFR 1926 Subpart M
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

FIRE SAFETY/FIRE EXTINGUISHERS:

This course shows participants how to protect themselves in the event of a fire. Participants will learn the risks associated with fire. They will also know the safe evacuation procedures that should be used when an emergency occurs. Participants will learn how to operate a fire extinguisher.

Contents:

- Basic fire safety
- The fire triangle
- How fire reacts
- Types of fires
- Sprinkler systems
- Fire extinguisher use

Target Audience:

This course is intended for all West Virginia University employees.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annually	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.157
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

FIRST AID:

This course gives information necessary to provide basic first aid training. The training is conducted by representatives from the American Heart Association. The course participants will demonstrate a practical knowledge of basic first aid.

Contents:

- Bloodborne Pathogen Overview
- Cardiac Chain of Survival
- Soft tissue injuries
- Controlling bleeding
- Burns
- Muscular-skeletal injuries
- Sudden illness
- Heat/Cold related emergencies

Target Audience:

This course is intended for West Virginia University employees who want to learn basic first aid, CPR and AED techniques.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every two years	3 hour

<i>Referenced Regulation:</i>	29 CFR 1910. 151
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

FLAMMABLE/COMBUSTIBLE LIQUIDS:

This course is designed to give the participants the necessary information to safely use, store and dispose of flammable or combustible liquids.

Contents:

- Regulations
- Definitions
- Flammable explosive limits
- Handling flammable and combustible liquids
- Storage of flammable and combustible liquids
- Disposal of flammable and combustible liquids

Target Audience:

This offering is intended for West Virginia University employees who are assigned to work with or around flammable or combustible liquids.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.106
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

GATORS/ATVs:

This course describes safe and proper gator operating procedures and accident prevention skills.

Contents:

- Operator’s manual
- Labels and warning
- Daily inspection
- Starting and driving vehicle
- Operating on rough terrain
- Fueling
- Loading and unloading vehicle
- West Virginia Laws

Target Audience:

This course is intended for West Virginia University employees who operate gator vehicles as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	WV§17F-1-1
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

HAZARD COMMUNICATION:

This course gives basic information regarding the chemicals employees will be using as part of their job duties. The course participants will be able to identify chemical labels and understand a material safety data sheet. They will know where to find the information pertaining to chemicals in the workplace and how to protect themselves from chemical hazards.

Contents:

- The OSHA Hazard Communication standard
- Purpose and use of Safety Data Sheets
- Purpose and use of labels
- Pictograms
- Chemical characteristics
- Small spills
- Storage
- Personal protective equipment
- Protection from chemical hazards

Target Audience:

This course is intended for West Virginia University employees who are assigned to a work area where hazardous chemicals are present.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.1200
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

HAZARDOUS MATERIALS SHIPPING by AIR (IATA):

This course will give the participants the information necessary to safely transport hazardous materials by air. Participants will learn how to correctly mark, label and pack hazardous materials for air shipping. The participant will also learn to fill out shipping papers.

This course is given in conjunction with hazardous materials shipping by ground.

Contents:

- General awareness
- Hazard classifications
- Hazardous materials table
- Shipping papers
- Performance oriented packaging and closure
- Markings
- Labels
- Placarding
- Security awareness

Target Audience:

This offering is intended for West Virginia University employees who are responsible for shipping or receiving hazardous materials.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
<i>Initial and every 2 years</i>	8 hours

<i>Referenced Regulation:</i>	IATA – Dangerous Goods Regulations 55th edition
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

HAZARDOUS MATERIALS SHIPPING by GROUND (DOT):

This course will give the participants the information necessary to safely transport hazardous materials by roadway. Participants will learn how to correctly mark, label and pack hazardous materials for ground shipping. The participant will also learn to fill out shipping papers.

This course is given in conjunction with hazardous materials shipping by air.

Contents:

- General awareness
- Hazard classifications
- Hazardous materials table
- Shipping papers
- Performance oriented packaging and closure
- Markings
- Labels
- Placarding
- Security awareness

Target Audience:

This offering is intended for West Virginia University employees who are responsible for shipping or receiving hazardous materials.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
<i>Initial and every 3 years</i>	8 hours

<i>Referenced Regulation:</i>	49 CFR Parts 100-185
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

HAZARDOUS WASTE (RCRA):

This course gives the necessary information needed to safely dispose of hazardous materials generated at WVU. The course participants will be able to define hazardous waste and understand how hazardous waste is to be stored before disposal.

Contents:

- Hazardous waste regulations
- Penalties for violating regulations
- Definition of Hazardous Waste
- Hazardous Waste Classifications
- Waste Determinations
- Container management
- Labeling – Pre-transport
- Properties of facility waste
- Satellite Accumulation Area
- 90 Day Storage Area
- Reporting/Recordkeeping
- Inspections
- Waste minimization
- Waste packaging
- Communications, alarms, and evacuation routes
- Contingency plan
- Emergency equipment
- Responses to fire, spills and explosions
- Site Shutdown procedures (if applicable)
- Spill prevention, control, and countermeasure plans
- Universal Waste

Target Audience:

The following positions need to attend this training:

Lab Worker: A person who handles chemicals and/or unwanted material in a laboratory and may include, but is not limited to faculty, staff, post-doctoral fellows, interns, researchers, technicians, supervisors/managers, and principal investigators. A person does not need to be paid or otherwise compensated for his/her work in the laboratory to be considered a laboratory worker. Undergraduates and graduate students in a supervised classroom setting are not laboratory workers. A lab worker's duties include placing waste into compatible containers, proper labeling, container management and submitting electronic hazardous waste disposal form.

WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

Lab workers are required to complete on-line hazardous waste training annually. The training is self-paced and takes approximately 1.5 hours to complete. This training is both the introductory and annual refresher training.

Facility Maintenance Worker: A person who handles chemicals and/or unwanted materials during the course of maintenance/construction activities and may include, but is not limited to, shop personnel, zone personnel, roads and ground workers, and PRT workers. Duties include placing waste into compatible containers, proper labeling, container management and submitting electronic hazardous waste disposal forms.

Facility Maintenance workers are required to attend 30 minutes of classroom training on an annual basis. The training includes hazardous waste, universal waste, used oil and hazard communications. Tool box training is also provided to specific work units to address special issues. This on the job training usually lasts about 15 minutes. An example of this type of training would be discussing proper management of universal waste lamps to the lamper unit. Introductory training takes place on a monthly basis to all newly hired facility maintenance workers. Hazard communications and Hazardous waste are discussed in a classroom setting for approximately 20 minutes.

EHS Specialists: This includes the Hazardous Materials Manager, Hazardous Material Specialists, Hazardous Materials Technicians, Emergency Response Coordinator, and Environmental Health and Safety Specialists. Their duties include handling chemicals and waste during inspections, waste removal activities, lab audits, record keeping and/or spill response activities. ESH specialists can either take the on-line hazardous waste training annually or complete an eight hour RCRA refresher training in a classroom setting.

The EHS hazardous materials staff is required to complete on-line hazardous waste training within six months of being hired. The training is self-paced and takes approximately 1.5 hours to complete. The EHS hazardous materials staff completes an annual eight hour RCRA refresher training in a classroom setting.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	Variable

<i>Referenced Regulation:</i>	40 CFR 265.16
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

HEARING PROTECTION:

This course describes the effects of noise on a person, types of hearing protection, and the purpose of audiometric testing. Upon the completion of the course, the participant will understand the necessity of wearing hearing protection in a loud environment. The learner will know how to properly care for and wear hearing protection. They will also understand the purpose for an annual audiogram.

Contents:

- Overview of the OSHA regulation
- The effects of noise on a person
- The purpose of hearing protectors
- The advantages, disadvantages and attenuation of various types of hearing protection
- Instruction of selection, fitting use and care of hearing protection
- The purpose of audiometric testing and an explanation of the test procedure

Target Audience:

This course is intended for West Virginia University employees who are exposed to an average of 85 dBA or more during their work shift.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.95
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

HOT WORKS:

This course describes the necessary measures and safety precautions that must be taken when engaged in Hot Works.

Contents:

- WVU's Hot Work Program
- Hot Work Definitions
- Roles and Responsibilities
- Summary of NFPA 51B and OSHA 29 CFR 1910.252 standards
- The Permit Authorizing Individual (PAI)
- Fire Watches
- Hot Work safe work practices
- Permanent Hot Work Operation Areas
- The Hot Work Permit
- Recordkeeping requirements

Target Audience:

This course is intended for any West Virginia University employee who will be involved in hot works and their supervisor. This includes brazing, riveting, flame cutting, cutting, grinding, soldering, welding, thawing pipes, torch applier roofing, and torch applied street symbols, cad welding, and any operation involving open flames, or heat and/or sparks.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	OSHA 29 CFR 1910.252 and NFPA 51B
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

HOT WORKS: Permit Authorizing Individual (PAI)

This course details the role and responsibilities of the Permit Authorizing Individual.

Contents:

- Overview of WVU’s Hot Work Program
- Area inspection process
- Hazard recognition and Control including:
 - Safe equipment operations
 - Control of combustibles
 - Protection of area processes
- Duties of the PAI
- The Hot Work Permit
- Disabling and enabling fire alarm components

Target Audience:

This course is intended for any West Virginia University employee who will be designated as a Permit Authorizing Individual and their supervisor.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	OSHA 29 CFR 1910.252 and NFPA 51B
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

LABORATORY SAFETY:

The Laboratory safety training will give the learner the basic information needed to safety work in a laboratory setting. The participant will understand safe laboratory protocols. They will know how to read an MSDS and label chemicals properly. The learner will also know how to work safety with lab hoods and store chemicals properly.

Contents:

- Physical and health hazards of chemicals
- Safe work practices
- Emergency procedures
- Personal protective equipment
- Detecting the presence or release of a hazardous chemical
- Hoods and ventilation
- Gas cylinder use and storage
- Labeling and signage
- Small spill cleanup
- Chemical disposal procedures

Target Audience:

It is intended for West Virginia University employees who work in a Laboratory setting.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.1450
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

LADDERS:

This course will inform the learner about the basic requirements of ladder safety. Safe work practices and OSHA regulations will be discussed.

Contents:

- Types of ladders
- Ladder inspection
- Ladder set up
- Climbing and standing
- Proper ladder use
- Care and storage
- Electrical Hazards
- Fall hazards

Target Audience:

This offering is intended for West Virginia University employees who use ladders as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.25 and 26
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

LEAD SAFETY:

This course describes the necessary measures and precautions that must be taken when working in an area where the potential for airborne lead exists.

Contents:

- OSHA’s Lead Standard and appendices
- The specific nature of the operations which could result in exposure to lead above the action level
- The purpose, proper selection, fitting, use, and limitations of respirators
- WVU Medical Monitoring Program overview
- Engineering controls
- Safe work practices
- Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician.

Target Audience:

This course is intended for any West Virginia University employee who will potentially be exposed to airborne lead.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hours

<i>Referenced Regulation:</i>	29 CFR 1910.1025
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

LIFTING/BACK SAFETY:

This course gives basic knowledge of proper lifting techniques. The learner will understand basic safety information that can be used to increase productivity and reduce the risk of personal injury.

Contents:

- Physiology of the back
- Back injury statistics
- Examples of poor lifting
- Proper lifting techniques

Target Audience:

This course is intended for West Virginia University employees who must lift or carry objects or has a concern regarding back safety.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annually	1 hour

<i>Referenced Regulation:</i>	29 U.S.C. 654 (General Duty Clause)
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

LIQUID PETROLEUM GAS:

This course is designed to give the participants the necessary information to safely use, store and dispose of LP Gas.

Contents:

- Regulations
- Safe use practices
- Personal protective equipment
- Filling cylinders
- Storing cylinders
- Labeling
- Disposal

Target Audience:

This offering is intended for West Virginia University employees who use liquid petroleum gas as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.110
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

MACHINE GUARDING:

This course describes the different types of guards found on machinery and equipment at West Virginia University. The course participants will understand the importance of machine guards and know what to do if defective guards are found

Contents:

- The purpose of machine guards
- General requirements
- Hazardous motions and actions
- Safety considerations
- Types of machine guards
- Reporting procedures

Target Audience:

This course is intended for West Virginia University employees who use machinery and equipment which utilize machine guards as a means of user protection.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.212
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

Aerial Lifts - Classroom:

The course participants will understand the safe operating procedures needed for using various types of aerial Lifts. Students will also understand applicable OSHA regulations. They will know when to use personal protective equipment and fall protection.

Contents:

- The purpose, use, and locations of manuals
- A pre-start inspection
- Responsibilities associated with problems or malfunctions affecting the operation of the aerial device
- Prohibition of overriding safety devices except as approved by the manufacturer
- That secondary operating systems shall not be used for purposes other than test or recovering the work platform
- Factors affecting stability
- Purpose of placards and decals
- Workplace inspection
- Applicable safety rules and regulations
- Authorization to operate
- Securing the aerial device from unauthorized use
- Operator warning and instructions
- Application of fall arrest systems for aerial platform lifts
- Stowing the aerial device for transport and precautions related to moving the aerial platform lift.
- ANSI and OSHA Regulations
- WVU Aerial Lift Program

Target Audience:

This course is intended for West Virginia University Employees who use aerial lifts as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	29 CFR 1926.453, 652 and 955
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

Aerial Lifts – Practical Hands-On:

The course participants will understand the safe operating procedures needed for using various types of aerial lifts. Students will also understand applicable OSHA and ANSI regulations. They will know when to use personal protective equipment and fall protection. Practical training will be provided by the Aerial Platform Lift supervisor that has completed the train-the-trainer Aerial Platform Lift course. The training will be specific to the Aerial Platform Lift and the work setting where the Aerial Platform Lift will be operated

Contents:

The training will consist of:

- Location of the manuals
- Pre-use inspection
- Manufacturers warning and instructions
- The purpose and function of all controls
- Safety devices and characteristics specific to the aerial device
- Actual operation of the aerial device. Under the direction of a qualified person, the trainee shall operate the aerial device for a sufficient period of time to demonstrate proficiency in the operation of all control functions of the aerial device and safe use at operating height and reach.
- Battery charging or refueling procedures
- Stowing the aerial device for transport and precautions related to moving the aerial platform lift.

Target Audience:

This course is intended for West Virginia University Employees who use aerial lifts as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	various

<i>Referenced Regulation:</i>	29 CFR 1926.453, 652 and 955
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

Aerial Lifts – Train-the Trainer:

Train-the-trainer Aerial Platform Lift courses will be offered to all Aerial Platform Lift supervisors. Each department with Aerial Platform Lift operators must have an Aerial Platform Lift supervisor who has attended a train-the-trainer course.

Contents:

- The purpose, use, and locations of manuals
- Classroom and hands on training
- Training materials
- Manufacturer requirements as outlined in the operator manual pertaining to:
 - Safe operating principals
 - Pre-use Inspections
 - Operational checks
- Worksite Inspections;
- Operator evaluation procedures
- Hands-on training
- Written exam
- Hands-on evaluation

Target Audience:

This course is intended for West Virginia University Employees who are appointed by their departments to be Aerial Lift Supervisors.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	3 hours

<i>Referenced Regulation:</i>	29 CFR 1926.453, 652 and 955
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

MEDICAL SURVEILLANCE:

This course describes how medical surveillance is conducted and why it is necessary.

Contents:

- WVU’s Medical Surveillance Program
- Why medical surveillance is needed
- How medical surveillance is conducted

Target Audience:

This course is intended for any West Virginia University employee who could be medically monitored due to exposure to a toxic substance or harmful physical agent.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	.25 hours

<i>Referenced Regulation:</i>	OSHA 29 CFR 1910 Subpart Z
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

METHAMPHETAMINE (Meth) LAB AWARENESS:

This course gives basic information regarding the hazards present in a meth lab as well as common ways to identify the presence of a lab.

Contents:

- What is Methamphetamine or Meth?
- Effects of Meth
- Dangers of a Meth lab
- Recognizing signs of a Meth lab

Target Audience:

This course is intended for West Virginia University employees who are interested in learning about the dangers of a meth lab and how to detect one in the vicinity.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
<i>Initial</i>	1 hour

<i>Referenced Regulation:</i>	None
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

MOLD AWARENESS:

This course addresses questions and concerns regarding mold in the workplace.

Contents:

- What is Mold
- Common causes of moisture
- Health effects of mold
- Mold Clean-up
- Drying wet building materials and furnishings
- When to contact EHS

Target Audience:

This course is intended for any West Virginia University employee who has concerns about mold in the workplace environment.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	.5 hour

<i>Referenced Regulation:</i>	General Duty Clause of OSH Act (section 5(a)(1))
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

NEW EMPLOYEE ORIENTATION:

This course offers an overview of the basic safety services provided by Environmental Health and Safety (EHS). The course will also overview several key safety topics new employees need in order to work at West Virginia University. Upon completion of the course, employees will have the knowledge to safety and productively perform their assigned job tasks.

Contents:

- The purpose of safety training
- Overview of Environmental Health and Safety
- Lifting/Back
- PPE
- Lockout/Tagout
- Electrical
- Hazard identification
- Emergency preparedness
- Fire safety
- Injury/Illness information
- Hazardous materials
- Asbestos
- Indoor air quality
- Sanitation programs
- Medical monitoring
- Respirators
- Hearing protection
- Safety Training

Target Audience:

This offering is intended for newly hired West Virginia University Facilities and Services employees.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
<i>Initial</i>	7 hours

<i>Referenced Regulation:</i>	29 CFR 1910 various
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

PERMIT-REQUIRED CONFINED SPACE:

This course describes the necessary measures and precautions that must be taken when working in a permit-required confined space.

Contents:

- OSHA’s Permit-required confined space standard
- West Virginia University’s confined space policy
- Hazard recognition and control
- Communications
- Personal Protective Equipment
- Atmospheric monitoring
- Safe work practices
- Work planning and supervision
- Duties of an entrant
- Duties of the attendant
- Duties of the supervisor
- The confined space permit
- Emergency procedures
- Confined Space rescue

Target Audience:

This course is intended for any West Virginia University employee who will be working as an entrant, attendant or a supervisor during a permit-confined space entry. Participants will also need to attend Lockout/Tagout training prior to entry.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	29 CFR 1910.146
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

PERMIT-REQUIRED CONFINED SPACE: General Awareness

This course describes the measures and precautions that must be taken when working in areas around confined spaces.

Contents:

- Definition of a confined space
- Definition of a permit-required confined space
- History of standard
- Overview of regulation
- Responsibilities of bystanders

Target Audience:

This course is intended for any West Virginia University employee who will work near a confined space.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.146
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

PERMIT-REQUIRED CONFINED SPACE: Instrumentation

This course details the proper methods to use and calibrate an air monitor designed for use in a confined space.

Contents:

- OSHA’s Permit-required confined space standard
- West Virginia University’s confined space policy
- Calibration of Air Monitor
- Reading an Air Monitor Display
- Proper usage of Air Monitor
- Limitations of Air Monitor
- Charging Air Monitor

Target Audience:

This course is intended for any West Virginia University employee who will be using an air monitor during a permit-confined space entry.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	29 CFR 1910.146
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

The course participants will know when it is necessary to wear the appropriate personal protective equipment (PPE). They will also understand the limitations of the PPE. They will be able to properly don, doff, inspect and store their PPE. Many common types of PPE are examined in this course. Eye and face protection, heat protection, hand protection and foot protection are all discussed.

Contents:

- Overview of OSHA regulation
- When personal protective equipment (PPE) is necessary
- What PPE is necessary
- How to properly don, doff, adjust and wear PPE
- The limitations of PPE
- The proper care, maintenance, useful life, and disposal of PPE

Target Audience:

This course is intended for WVU employees who will need to wear some type of general personal protective equipment.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 Hour

<i>Referenced Regulation:</i>	CFR 1910.132
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

POWER TOOLS:

This course covers various types of powered tools being used at West Virginia University. Participants will learn the risks associated with using power tools. They will also know the safe operating procedures that should be used when operating power tools.

Contents:

- The operator’s manual
- Tool safety features
- Tool inspection
- Personal protective equipment
- Safe tool use
- Basic electrical safety

Target Audience:

This course is intended for West Virginia University employees who use powered tools as part of their job activities.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every three years	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.242
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

POWERED INDUSTRIAL TRUCKS (FORKLIFTS): Formal Training (Classroom)

This course informs the learner about the safe operating procedures needed for using powered industrial trucks. Powered industrial trucks refer to fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motor or internal combustion engines. The course participants will know safe operating procedures for powered industrial trucks.

Contents:

- General operating instructions, warning, and precautions;
- Differences between the truck and the automobile;
- Truck controls and instrumentation;
- Engine and motor operations;
- Steering and maneuvering;
- Visibility;
- For and attachment adaptation, operation and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Vehicle inspection and maintenance;
- Refueling vehicles;
- Operating limitations; and
- Forklift safe work practices.

Target Audience:

This course is intended for West Virginia University employees who use any type of powered industrial truck as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.178
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

POWERED INDUSTRIAL TRUCKS (FORKLIFTS): Practical Training (Hands-On)

This course informs the learner about the safe operating procedures needed for using powered industrial trucks. Powered industrial trucks refer to fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motor or internal combustion engines. The course participants will know safe operating procedures for powered industrial trucks. Students will also be able to demonstrate safe driving techniques.

Contents:

- Specific operating instructions, warning and precautions for the type of truck the operator will be authorized to operate;
- Specific truck controls and instrumentation for the type of truck the operator will be authorized to operate including where they are located, what they do, and how they work;
- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability;
- Load manipulation, stacking, and unstacking;
- Pedestrian traffic in areas where the vehicle will be operated;
- Hazardous locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle’s stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation; and
- Any other operating instructions, warning, or precautions listed in the operator’s manual for the types of vehicle that the employee is being trained to operate.
- Evaluation of Forklift Operator

Target Audience:

This course is intended for West Virginia University employees who use any type of powered industrial truck as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	1 hour

<i>Referenced Regulation:</i>	29 CFR 1910.178
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

RESPIRATORS: Mandatory Use

This course describes the benefits and limitations of respirators. Participants will understand why respirators are an effective method of protection against designated hazards when properly selected and worn. Learners will understand that training, medical monitoring and fit testing are all parts of the respirator program.

Contents:

- WVU’s Respirator Program
- Respirator Definitions
- Types of respirators
- OSHA’s Respiratory Standard
- Roles and Responsibilities
- Why a respirator is necessary
- How improper fit, usage or maintenance can compromise the respirator
- Limitations and capabilities of the respirator
- How to use the respirator effectively in emergency situations
- How to inspect, put on and remove, use, and check the seals of the respirator
- Maintenance and storage of a respirator
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

Target Audience:

This course is intended for any West Virginia University employee who is required to use a respirator as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	1 hour

<i>Referenced Regulation:</i>	OSHA 29 CFR 1910.134
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

RESPIRATORS: Voluntary Use

This course provides basic information on respirators. Appendix D of the OSHA Respiratory protection standard is covered.

Contents:

- WVU’s Respirator Program
- OSHA’s Respiratory Standard Appendix D
- Read and obey all instructions provided by manufacture of respirator
- Choose respirators certified for use to protect against the contaminant of concern.
- Do not wear a respirator into atmospheres containing contaminants for which the respirator is not designed to protect against.
- Keep track of your respirator.

Target Audience:

This course is intended for any West Virginia University employee who voluntarily use a respirator when not required by WVU to do so.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Annual	.5 hour

<i>Referenced Regulation:</i>	OSHA 29 CFR 1910.134
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

SCAFFOLDS:

The scaffolding course will inform the learner about the basic requirements of scaffold safety. OSHA regulations are also discussed. The course participants will know appropriate scaffold construction methods. They will be able to ensure stable access to a scaffolds and know the basic requirements of scaffold safety.

Contents:

- Overview of the regulation
- Nature of the hazards
- Fall protection
- Electrical hazards
- Falling objects
- Types of scaffolds
- Maximum intended loads and load capacity
- Set up procedures
- Scaffold inspections
- Dismantling and moving the scaffold system

Target Audience:

This course is intended for West Virginia University employees who use scaffolds as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every three years	2 hour

<i>Referenced Regulation:</i>	29 CFR 1926.450
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

SKID STEER (Bobcats):

This course describes safe and proper Skid Steer operating procedures and accident prevention skills.

Contents:

- Operator’s manual
- Labels and warning
- Daily inspection
- Starting and driving vehicle
- Operating on rough terrain
- Fueling
- Loading and unloading vehicle

Target Audience:

This course is intended for West Virginia University employees who operate skid steer vehicles as part of their job duties.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	2 hours

<i>Referenced Regulation:</i>	General Duty Clause of OSH Act (section 5(a)(1))
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

SLIPS, TRIPS, and FALLS:

Participants will learn the leading causes of slips, trips and falls and be able to identify actions that can be taken to reduce or mitigate incidents.

Objectives: Class participants will be able to summarize the leading causes of slips, trips and falls and demonstrate steps that can prevent them from occurring.

Contents:

- Definitions
- Costs and number of incidents at WVU
- Causes of slips, trips and falls
- Identifying hazardous conditions
- Implementing corrective actions
- Risk factors
- Methods of prevention
- Safe walking practices
- Case studies

Target Audience:

This course is intended for all West Virginia University Employees.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	Up to 1 hour

<i>Referenced Regulation:</i>	29 CFR 1910 Subpart D
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC):

The Environmental Protection Agency’s SPCC rule contains oil pollution prevention and control regulations that focus on the prevention of oil spills, rather than subsequent clean ups. Regulations set down procedures, methods and equipment to be used to prevent oil spills that could reach navigable waters. Participants will understand the necessary information needed to use, clean up and dispose of oil products in a safe and environmentally correct manner.

Contents:

- Understanding SPCC regulations and WVU’s plan
- Operating procedures that prevent oil spills
- Familiarity with control measures
- Familiarity with emergency response procedures
- Awareness of emergency response routes
- Reporting and record-keeping requirements

Target Audience:

This course is intended for West Virginia University employees who are responsible for using oil products.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every 3 years	1 hour

<i>Referenced Regulation:</i>	Title 40 Part 112
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

STANDARD FIRST AID: CPR, First Aid and AED

This course gives information necessary to provide basic first aid and Cardio Pulmonary Resuscitation (CPR) training. The training is conducted by representatives from the American Heart Association. The course participants will demonstrate a practical knowledge of basic first aid and CPR techniques. Students will also be able to properly use an External Automated Defibrillator (AED).

Contents:

- Bloodborne Pathogen Overview
- Cardiac Chain of Survival
- First Aid basics
- Medical emergencies
- Injury emergencies
- Environmental emergencies
- Adult/Child CPR
- Adult/Child choking
- Adult/Child AED

Target Audience:

This course is intended for West Virginia University employees who want to learn basic first aid, CPR and AED techniques.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Every two years	6 hours

<i>Referenced Regulation:</i>	29 CFR 1910. 151
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

STORMWATER:

This course will educate participants on the general concepts of the WVU stormwater management program and pollution prevention. Learners will understand the best management practices used to protect the environment from stormwater runoff.

Contents:

- Good Housekeeping and Spill Prevention
- Spill Control and Response
- Vehicle Fueling
- Vehicle and Equipment Maintenance
- Vehicle and Equipment Washing
- Material Management
- Waste Management
- Municipal Facility Maintenance
- Parking Lots and Streets
- Storm Drain System Cleaning
- Landscaping and Grounds Maintenance
- Working Over or Near Surface Areas

Target Audience:

This course is intended for all West Virginia University employees.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	WV0116025
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

SUPERVISOR SAFETY:

This course is designed to give FM supervisors basic safety information that can help increase productivity and decrease the risk of personal injury. Supervisors will learn to methods to create a safe work culture.

Contents:

- Recordkeeping requirements
- Accident investigation
- Safety attitudes
- Emergency preparedness
- Training requirements
- PPE requirements
- Dealing with problem employees

Target Audience:

This offering is intended for Facilities Management supervisors.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Initial	2 hours

<i>Referenced Regulation:</i>	29 CFR 1910 various
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

TRENCHING/SHORING:

This course explains the dangers involved during the trenching/shoring phase of a construction project. Safety techniques are described and the OSHA regulations are examined in detail.

Contents:

- How a trench collapses
- OSHA regulations
- The competent person
- Protective systems
- Soil classification
- Sloping
- Shoring
- Trench shields
- Specialty systems
- Safe Egress
- Hazardous atmospheres

Target Audience:

This course is intended for all employees who work on or around trenching/shoring projects.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	4 hour

<i>Referenced Regulation:</i>	29 CFR 1926.652
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

UNIVERSAL WASTE:

This course will train WVU employees how to correctly handle, collect, accumulate, contain, label, and dispose of universal waste. Employees will also know how to recognize universal waste and how to clean up small spills.

Contents:

- Identifying Universal Waste
- Collecting Hazardous Waste
- Handling Universal Waste
- Containers and Labels
- Accumulation Areas
- Waste Disposal
- Emergency Procedures

Target Audience:

This course is intended for West Virginia University employees who work with universal waste.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1 hour

<i>Referenced Regulation:</i>	40 CFR 265.16
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual's supervisor/management.

WELDING:

This course describes the necessary measures and safety precautions that must be taken when engaged in welding. Both oxy-acetylene and arc welding will be discussed.

Contents:

- OSHA’s Welding standards
- Oxy-acetylene welding
 - Transporting and storing compressed gas cylinders
 - Treatment of cylinders
 - Gas Fuel and Oxygen manifolds
 - Hoses and torches
 - Regulators and gauges
 - Oil and Grease Hazards
- Arc Welding
 - Welding cables and connectors
 - Ground returns and machine grounding
 - Operating instructions
 - Shielding
- PPE
- Welding Health Hazards

Target Audience:

This course is intended for any West Virginia University employee who will be involved in welding or brazing.

<i>Frequency Requirements:</i>	<i>Course Length:</i>
Periodic	1.5 hours

<i>Referenced Regulation:</i>	29 CFR 1926.350 and 29 CFR 1926.351
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WVU EHS safety training is designed to comply with applicable State and Federal regulations. Proficiency on related work practices and/or equipment must be provided and determined by the individual’s supervisor/management.

Appendix B – WVU Environmental Health and Safety Course Training Requirements

WVU Environmental Health and Safety Course Training Requirements

Please review the course and audience to determine if your new hire is required to attend any of the listed training. Be aware that attendance is determined by job tasks – not by job title. This document can be found at <http://www.ehs.wvu.edu/training> and a more detailed course description is available at <http://www.ehs.wvu.edu/training/2017-course-offerings>.

Contact Roger Wright at by email at EHStrainingServices@mail.wvu.edu or by phone at 304-293-7094.

Training Course	Target Audience	Frequency	Regulation
Access to Medical and Exposure Records	Employees that have exposure or medical records, or analyses thereof, pertaining to exposure to toxic substances or harmful physical agents in the workplace.	Initially and Annually	29 CFR 1910.1020
Adult CPR/AED	Employees responsible for providing CPR or anticipated AED operator	Initially and every 2 years	29 CFR 1910.151 and WV State Code Chapter 16 Article 4D
Aerial Lifts - Classroom	Employees who operate Aerial lifts	Initially and every 3 Years	29 CFR 1926.453, 652, and 955
Aerial Lifts – Practical Hands on	Employees who operate Aerial lifts	Initially and every 3 Years	29 CFR 1926.453, 652, and 955
Aerial Lifts – practical hands on train the trainer	Employees who have been appointed by their department to be Aerial Lift Supervisors	Initially and every 3 Years	29 CFR 1926.453, 652, and 955
Arc Flash	Qualified Electrical Workers who perform work on energized electrical equipment	Initially and every 3 years	NFPA 70E
Asbestos Awareness	Employees assigned to work areas where asbestos is present	Initially and Annually	29 CFR 1910.1001
Asbestos: Air Monitoring	Employees using clearance air monitoring practices during asbestos abatement projects	Initially and annual refresher	29 CFR 1910.1001
Asbestos: Building Inspector	Employees who will be taking bulk samples in buildings to identify asbestos containing materials and competing inspection reports	Initially and annual refresher	29 CFR 1910.1001
Asbestos: Management Planner	Employees who will be reviewing asbestos building inspection reports and other pertinent information to determine if an asbestos hazard exists in a building	Initially and annual refresher	29 CFR 1910.1001
Asbestos: Project Designer	Employees who will develop contract documents for asbestos abatement	Initially and annual refresher	29 CFR 1910.1001

Asbestos: Supervisor/Contractor	Employees supervising asbestos abatement	Initially and annual refresher	29 CFR 1910.1001
Asbestos: Worker	Employees involved in actual asbestos abatement	Initially and annual refresher	29 CFR 1910.1001
ATV/UTV	Employees who operate all-terrain vehicles or utility terrain vehicles	Initially and every 3 Years	29 U.S.C. § 654.5
Basic RCRA for Lamps and Batteries	Employees who periodically change lamps and batteries	Initially and every 3 Years	40 CFR 265.16
Bloodborne Pathogens	Employees who could be exposed to blood or other potentially infectious materials as part of their job duties	Initially and Annually	29 CFR 1910.1030
Chainsaws	Employees who operate chainsaws	Initially and every 3 Years	29 CFR 1910.266
Compressed Gases	Employees who work with compressed gases as part of their job duties	Initially and every 3 Years	29 CFR 1910.101
Control of Hazardous Energy (Lockout/Tagout) Authorized Employees	Employees who repair and maintain equipment where the unexpected startup or release of stored energy can occur.	Initially and every 3 Years	29 CFR 1910.147
Control of Hazardous Energy (Lockout/Tagout) Affected Employees	Employees affected by machinery and equipment being down for service or maintenance	Initially and every 3 Years	29 CFR 1910.147
Cranes: Overhead/Gantry	Employees who use overhead/Gantry cranes as part of their job duties	Initially and every 3 Years	29 CFR 1910.179
Driving Safety	Employees who operate vehicles as part of their job duties	Initially and every 3 Years	29 U.S.C. § 654.5
Electrical Safe Work Practices: Electricians	Experienced Electricians	Initially and every 3 Years	29 CFR 1910.331-335
Basic Electrical Safety	Employees who work around or with electrical equipment.	Initially and every 3 Years	29 CFR 1910.331-335
Emergency Action Plans	All Employees	Initially and every 3 Years	29 CFR 1910.38
Ergonomics	Employees who perform repetitive motion tasks	Initially and every 3 Years	29 U.S.C. 654 (General Duty Clause)
Fall Protection Awareness	Employees who have the potential to work from heights greater than 4 feet	Initially and every 3 Years	29 CFR 1910 Subpart D
Fall Protection: Competent Person	Employees who have been designated as a competent person by management	Initially and every 3 Years	29 CFR 1926 Subpart M
Fall Protection: Worker	Employees who must work from heights greater than 4 feet to perform their job duties	Initially and every 3 Years	29 CFR 1926 Subpart M and 1910 Subpart D

Fire Safety/Fire Extinguishers	All Employees who are expected to use fire extinguishers	Initially and Annual	29 CFR 1910.157
First Aid	Employees responsible for providing First Aid	Initially and every 2 years	29 CFR 1910.151
Flammable/Combustible Liquids	Employees assigned to work with or near flammable or combustible liquids	Initially and every 3 Years	29 CFR 1910.106
Hazard Communication	Employees who are assigned to work areas where hazardous chemicals are present	Initially and every 3 Years	29 CFR 1910.1200
Hazardous Materials Shipping by Air (IATA)	Employees responsible for shipping hazardous materials by air	Initially and every 2 years	IATA – Dangerous Goods Regulations
Hazardous Materials Shipping by Ground (DOT)	Employees responsible for shipping hazardous materials by ground	Initially and every 3 years	49 CFR Parts 100-185
Hazardous Waste (RCRA)	Persons who handle chemicals and/or unwanted materials	Initially and Annually	40 CFR 265.16
Hearing Protection	Employees exposed to an average of 85 decibels or more during their work shift	Initially and Annually	29 CFR 1910.95
Hot Works	Employees involved in hot works or any operation involving open flames, heat, and/or sparks	Initially and every 3 Years	29 CFR 1910.252 and NFPA 51B
Hot Works – Permit Authorizing Individual	Employees required to approve hot work and are designated as a Permit Authorizing Individual	Initially and every 3 Years	29 CFR 1910.252 and NFPA 51B
Injury/Illness Reporting	All Employees	Initially and every 3 Years	29 CFR 1904
Laboratory Safety	Employees working in a laboratory setting	Initially and Annually	29 CFR 1910.1495
Ladders	Employees who use ladders as part of their job duties	Initially and every 3 Years	29 CFR Subpart D
Lead Safety	Employees who could be potentially be exposed to airborne lead as part of their job duties.	Initially and every 3 Years	29 CFR 1910.1025
Lifting/Back Safety	Employees who must lift, carry, move heavy or bulky objects	Initially and Annually	29 U.S.C. 654 (General Duty Clause)
Liquid Petroleum (LP) Gas	Employees who use Liquid Petroleum gas as part of their job duties	Initially and every 3 Years	29 CFR 1910.110
Machine Guarding	Employees who use machinery and equipment that have machine guards as a means of user protection	Initially and every 3 Years	29 CFR 1910.212
Medical Surveillance	Employees who could be medically monitored due to exposure to a toxic substance or harmful physical agent that require medical review	Initially and every 3 Years	29 CFR 1910 Subpart Z
Mold Awareness	Employees concerned about mold in the workplace	Initially and every 3 Years	29 U.S.C. 654 (General Duty Clause)

New Employee Orientation Safety Awareness	Newly hired Facilities and Services Employees	Initial	Various
Permit-Required Confined Space	Employees who will be working as an entrant, attendant or a supervisor of a permit-confined space entry.	Initially and every 3 Years	29 CFR 1910.146
Permit-Required Confined Space: General Awareness	Employees who work in the vicinity of a confined space.	Initially and every 3 Years	29 CFR 1910.146
Permit-Required Confined Space: Instrumentation	Employees who will be using air monitoring devices during a confined space entry.	Initially and every 3 Years	29 CFR 1910.146
Personal Protective Equipment (PPE)	Employees who wear PPE	Initially and every 3 Years	CFR 1910.132
Power Tools	Employees who use power tools as part of their job duties	Initially and every 3 Years	29 CFR 1910.242
Powered Industrial Trucks (Forklifts): Formal Training (Classroom)	Employees who use any type of Powered Industrial Trucks as part of their job duties	Initially and every 3 years	29 CFR 1910.178
Powered Industrial Trucks (Forklifts): Practical Training (Hands-on)	Employees who use any type of Powered Industrial Trucks as part of their job duties	Initially and every 3 years	29 CFR 1910.178
Powered Industrial Trucks (Forklift): Train-The-Trainer	Employees who have been appointed by their department to be Forklift Supervisors	Initial	29 CFR 1910.178
Respirators: Mandatory Use	Employees who are required to use a respirator as part of their job duties	Initially and Annually	29 CFR 1910.134
Respirators: Voluntary Use	Employees who voluntarily use a respirator when it is not required.	Initially and Annually	29 CFR 1910.134
Scaffolds	Employees who erect or use scaffolds as part of their job duties	Initially and every 3 years	29 CFR 1926.450
Skid Steer (Bobcat)	Employees who operate skid steer vehicles as part of their job duties	Initially and every 3 years	29 U.S.C. 654 (General Duty Clause)
Slips, Trips, and Falls	All employees	Initially and every 3 Years	29 CFR 1910 Subpart D
Spill Prevention Control and Countermeasures (SPCC)	Employees responsible for using bulk oil products	Initially and Annually	Title 40 Part 112
Stormwater Prevention	Employees using materials that may impact storm water run off	Initially and Annually	WV0116025
Supervisor Safety (Under Construction)	Facilities and Services Supervisors	Initial	Various
Trenching/Shoring	Employees who work on or around trenching/shoring projects	Initially and every 3 years	29 CFR 1926.652

Universal Waste	Employees who are responsible for disposing of lamps, batteries, mercury containing material, or pesticides	Initially and Annually	40 CFR 265.16
Welding	Employees who weld or braze	Initially and every 3 years	29 CFR 1926.350 and c9 CFR 1926.351

Appendix C – Employee Safety Training Needs Assessment

Appendix D – On-The Job Training Record

ON-THE-JOB TRAINING RECORD

Trainee's Name				Instructor's Name			
Job Title				Instructor's Job Title			
Department				Instructor's email			
Main Tasks	Training Date	Training Time		Total Hours	PR*	Signature	
		From	To			Trainee	Instructor

* Performance rating (PR): A- Very good, B – Good, C – Satisfactory, D - Inadequate