Employee Health & Safety Training Plan & Tracking Form

Introduction

California Code of Regulations (CCR) Title 8, Section 3203(a)(7) requires employers to provide employees with training and instructions about their job practices.

The Employee Health & Safety Training Plan & Tracking Form can be used by supervisors to identify the types of health and safety training needs for each employee, and to serve as a record of initial and refresher training. The form lists the types of training that are common to four general job categories, i.e., Office Employees, Field Employees, Laboratory Employees and Operations and Maintenance Employees.

On the form, EH&S has identified some training topics that every employee needs. It is the supervisor's responsibility to review the list of training topics and identifify additional training topics that apply to each employee's duties.

This form should be reviewed **annually** (e.g., at the time of performance appraisal), or whenever job duties change.

General Instructions for Completing Employee Health & Safety - Training Plan & Tracking Worksheet

NOTE: Instructions are also found at the top of the sheet.

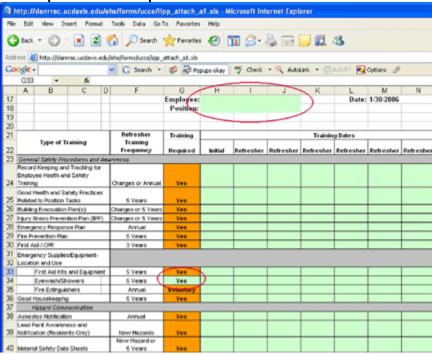
- Employee training information such as name, date, type of training, and dates of training are completed in the "Input Training" worksheet. The worksheet is protected; therefore, you may only type in the green and yellow areas of the "Input Training" worksheet (see below).
- After completing the "Input Training" worksheet, click on the "Print Training" worksheet (see below) to use the "AutoFilter" feature to compile the training topics that are applicable to each employee (see below).

Instructions for "Input Training" Worksheet

- Type the employee's name, position title and date (see below).
- Type "Yes" in the green area of the "Training Required" column if that subject applies to the specific employee's duties.
- Type the date of initial or refresher training in the green portions of the worksheet.

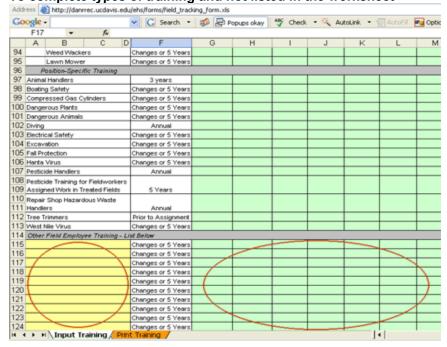
NOTE: The orange portions of the worksheet indicate the types of training that are required for all ANR employees regardless of their position.

To complete name and position



To indicate additional training requirements for an employee, the last 10 rows at the end of the
worksheet can be used to identify types of training (yellow spaces) and associated training dates
(green spaces) not listed elsewhere in the worksheet.

To complete types of training and not listed in the worksheet



To access Print Training worksheet http://danrrec.ucdavis.edu/ehs/forms/field_tracking_form.xls - Microsoft Internet Explorer File Edit View Insert Format Tools Data Acrobat Go To Favorites Help Gack · 🗇 · 🗷 🗷 🍪 🔑 Search 🤺 Favorites 🚱 🛐 🔗 🍃 🕞 🛍 🕉 Address 🚵 http://denrec.ucdevis.edu/ehs/forms/field_tracking_form.ids 😾 🖸 Search * 🥩 👺 Popupo okay 🥞 Check * 🔍 AutoLink * 🖫 AutoLink 🏕 Options 🔌 Training Dates Type of Training Training Frequency 22 23 General Salety Procedures and Fac Initial | Refresher Refresher Refresher Refresher Refresher Refresher Required 23 Embours carry in the Control of Safety Practices 27 Relating Section Facility Practices 27 Relating Evacuation Plants) Section Se | 27 | Dubling (Vacuation Plan(s) | Charges or 5 Years |
29	Injury Shees Prevention Plan (IFF)	Charges or 5 Years
30	Emergency Response Plan	Armail
31	Fee Prevention Flan	5 Years
32	Feet Aid / OFR	3 Years
33	Kewarency Supples Equipment	33 Energency Supplies/Equipment-34 Location and Use First Aid Kits and Equipment 5 Years Eyewash/Showers 5 Years Fire Extinguishers 38 Good Housekeeping 39 Mazand Commo 5 Years 40 Asbestos Notification 41 Bloodborne Pethogens Annual 42 Confined Space Program
43 Cotton Dust
44 Heart liness Prevention
45 Lead Part Awareness and
46 highlighting (Residents (Re)) 5 Years Annual Changes or 5 Years New Hazard → H \ Input Training , 6

Instructions for "Print Training" Worksheet

- Access the "AutoFilter" drop-down list by clicking on the black triangle. Highlight "NonBlanks" (see below) in the drop-down list and cells marked for required and completed training in the previous worksheet will be filtered into this worksheet.
- After finishing the filtering task, click on the print command or icon to obtain a hard copy of the employee's training record.
- Always enter employee training information on the previous worksheet entitled "Input Training" (see above) and then perform the filtering function on this worksheet.

To use AutoFilter function 🔾 Back * 🕞 · 🖹 🙎 🚮 🔎 Search 🤺 Favorites 🚱 🧻 🕞 🔜 🎉 🦓 Address (a) http://danrrec.uodavis.edu/ehs/forms/field_tracking_form.xls Google -🗸 🕝 Search 🔹 🐉 🛃 Popups okay 🥞 Check 🔹 🔍 AutoLink 🔹 🖫 AutoFil Q20 A B C D F In Employee: In Refresher In Training In Type of Training In Type of Training In Employee Health and Safety In Employee: Date: Training Dates Initial Refresher Refresher Refresher Training Required (All) (Top 10...) (Custom...) Voluntary Yes Changes or 5 Ye (Blanks) Yes Yes 30 Emergency Supplies/Equipment-31 Location and Use First Aid Kits and Equipment 5 Years Yes Eyewash/Showers 5 Years Yes Fire Edinguishers Annual Voluntary 35 Good Housekeeping 5 Years Yes

Recordkeeping

NOTE: CCR Title 8, Section 3203 (b)(2) requires employers to document each employee's health and safety training and maintain the documentation for at least one year. The ANR EH&S office recommends retaining documentation of employee training for the duration of employment.

• Save the file with a unique file name for each employee and maintain the electronic file for future updates of training requirements and training completion dates.