

SECTION	I.	General
Chapter	5.	Training
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# SAFETY TRAINING POLICY

## INTRODUCTION

### PURPOSE

The purpose of the Duke Safety Training Program is to provide employees with the knowledge and tools necessary to reduce the risks associated with their work responsibilities to the lowest possible level. Safety training programs are developed in response to federal, state, and local regulations, accreditation agency requirements and institutional needs.

### RESPONSIBILITIES

The Occupational and Environmental Safety Office (OESO) is responsible for:

- Identifying institutional safety training needs.
- Ensuring that these requirements are communicated to departments, supervisors and managers.
- Monitoring institutional compliance with safety training requirements.
- Providing information on institutional and departmental compliance to the safety committees, administration and departments.
- Providing training materials, assistance and programs to address institutional requirements.
- Assisting supervisors on how to identify and provide training for specific workplace hazards.

Departments are responsible for:

- Working with representatives of OESO and departmental supervisors to identify training needs of their departments.
- Ensuring that all departmental employees receive the appropriate safety training within established time frames.

- Ensuring that all departmental training records are transmitted to OESO as appropriate.

Supervisors are responsible for:

- Being trained and knowledgeable in the safety and health hazards to which employees, students and visiting faculty under their direction may be exposed.
- Establishing, implementing and maintaining a system for communicating with employees, students and visiting faculty about health and safety matters.
- Providing site-specific training for employees, students and visiting faculty to include the specific hazards present in their workplace.
- Requesting assistance with specialized training where needed.
- Ensuring that all employees, students and visiting faculty under their supervision have completed all safety training requirements.

Employees, students and visiting faculty are responsible for participating in the required training programs provided by the OESO and their supervisors.

## **PROCEDURES**

The Safety Training Program is implemented through a two-tier plan involving both general and site-specific training. General information regarding occupational hazards is presented in Tier 1 training, which is provided by OESO. Tier 1 training focuses on “generic” information about the epidemiology, regulatory requirements, institutional policies and control measures for occupational hazards. This training is then enhanced by site-specific information, Tier 2, which is provided by supervisors and managers and expands on the foundation established in Tier 1. The details of the two-tier plan are as follows:

**TIER ONE: TRAINING PROVIDED BY THE OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE (OESO)**

*TRAINING TYPES*

*Duke Medicine and Campus Orientation*

Target Population	All new employees.
Training Requirements	Required within two weeks of employment for all employees or at the time of transfer from the Campus to Duke Medicine.
Training Availability	University employees will be provided safety orientation training on-line at <a href="http://www.safety.duke.edu">www.safety.duke.edu</a> . Duke Medicine employees will be provided training on-line. Incoming housestaff will be provided training on-line.
Training Topics	Information is provided at Orientation on Safety Culture at Duke and how to access on-line training. On-line training provides information on functions involved in the Environment of Care, including bloodborne pathogens, TB, ergonomics, chemical safety, hazardous materials, security, utilities, emergency preparedness, medical equipment and fire and interim life safety. These training modules satisfy both the JCAHO orientation requirements for the Environment of Care and the OSHA orientation requirements for Bloodborne Pathogens, TB Exposure Prevention, Fire Safety, Fire Extinguisher, and Hazard Communication Training.

### ***Safety Update Training***

Target Population	All Employees.
Training Requirements	Training requirements are determined by the specific standard under which the training is required. Most standards require training annually.
Training Availability	Employee update training is available on-line at <a href="http://www.safety.duke.edu/OnlineTraining/">www.safety.duke.edu/OnlineTraining/</a> . Campus employee training is available on-line at <a href="http://www.safety.duke.edu/OnlineTraining/">www.safety.duke.edu/OnlineTraining/</a> .
Training Topics	Training requirements are based on work location and exposure determinations. A list of required courses for an individual may be accessed by the employee on-line at <a href="http://www.safety.duke.edu/OnlineTraining/">www.safety.duke.edu/OnlineTraining/</a> . Questions about training requirements should be directed to the OESO Training Coordinator at 684-2794.

### ***DOCUMENTATION***

Training will be documented at the time training is taken and documentation will be maintained in the OESO Safety Management Database.

## **TIER 2 - TRAINING PROVIDED BY DEPARTMENTS**

### ***TRAINING TYPES***

#### ***Site-Specific Training***

Target Population            All employees, students and visiting faculty.

Training Requirements      Training is required as follows:

- When an employee, student or visiting faculty member begins work and before the individual may work without direct supervision.
- When an employee or student is given a new assignment for which training has not previously been received.
- Whenever new categories of hazards are introduced by new substances, processes, or equipment.
- Whenever the supervisor is made aware of a new or previously unrecognized hazard.

Safety policies and training requirements for each work unit will be based on job-specific requirements. The supervisor must evaluate each position at the time the position is established to determine the exposure potential by hazard-type for each employee. The OESO is available to assist the supervisor in making the exposure determinations. Additional safety training requirements may be identified by OESO.

Supervisors must provide workplace-specific training to employees to include the specific hazards associated with each job. At a minimum, the following elements should be included in the training sessions:

- A review of the workplace-specific written safety policies.
- Specific training on the hazards associated with the materials and equipment used by the employee.
- Specific training on how employees are to protect themselves against the hazards in the workplace.
- Recognition and assessment of health and safety risks.
  - Regulations applicable to their work.
  - Basic information on the location of manuals, safety devices and personal protective equipment.

- Basic procedures to follow in the event of emergencies, especially fires, chemical spills and medical emergencies.

***DOCUMENTATION***

Supervisors should keep records of who was trained, the name of the trainer, when the training occurred, and the topics covered by the training. Documentation should include safety meeting or training session agendas, sign-up sheets with the Duke unique ID and signature of the attendees, and copies of any written communications. These records should be maintained by the department.

***Allied Health Students Orientation***

Target Population	Allied Health students from institutions other than Duke.
Training Requirements	Training is required prior to beginning a clinical rotation at Duke.
Training Availability	Duke-specific safety orientation is provided by OESO at live sessions or by the student’s affiliated institution using a Student Orientation video developed by OESO. This video is available through the DUHS Clinical Education and Professional Development Department.

***Duke Temporary Services (DTS) Orientation***

Target Population	All DTS employees.
Training Requirements	Training is required within two weeks of employment.
Training Availability	Training will be provided by DTS using a video provided by OESO.

***Volunteer Orientation and Update Training***

Target Population	All Duke Hospital volunteers.
Training Requirements	Training is required prior to being assigned to a work area.
Training Availability	Training is provided by Volunteer Services using a video developed by OESO.

## **COURSE ENROLLMENT**

### ***ORIENTATION***

Duke Medicine supervisors are required to register new hires or transfers to the Health System or the Duke New Employee Central Orientation Program through Benefits Administration at 684-6723.

For information on Campus New Employee Orientation, call Learning and Organization Development at 613-7608.

To schedule a focused training session, call 684-2794.

### ***UPDATE TRAINING***

Update training is available on-line at [www.safety.duke.edu](http://www.safety.duke.edu) or call the OESO training Coordinator at 684-2794 to schedule training for a specific work group.

## **EXPOSURE DETERMINATION**

Safety training requirements for a position are determined through a risk assessment process referred to as exposure determination. This risk assessment may be performed by OESO and/or the supervisor. These exposure determinations identify the employee's potential for exposure to hazardous materials or environments and determine the job-specific safety training requirements.

## **DEFINITIONS**

Annual – For the purpose of determining when retraining is required, annual means within the past 365 days.

Duke Medicine – Refers to Duke Health System, Duke School of Medicine, PDC, and Duke School of Nursing.