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.

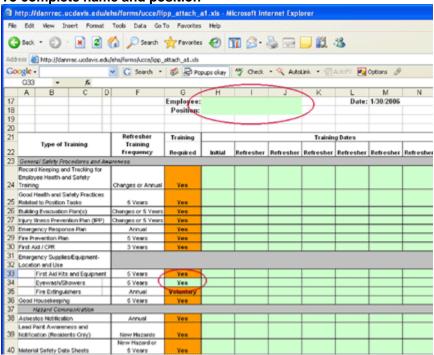
- Employee training information such as name, date, type of training, and dates of training are completed in the "Input Training" worksheet. The worksheet is protected; therefore, you may only type in the green and yellow areas of the "Input Training" worksheet (see below).
- After completing the "Input 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.

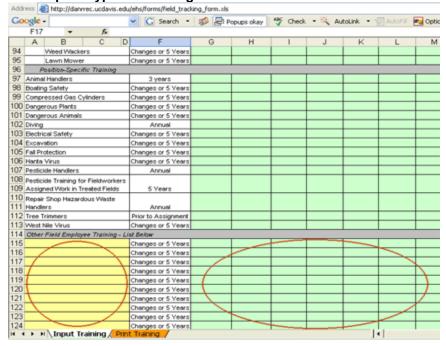
NOTE: The orange portions of the worksheet indicate the types of training that are required for all ANR employees regardless of their position.

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 Safety Procedures and In Initial | Refresher Refresher Refresher Refresher Refresher Refresher Required 23 Semigrace age of the semigr | 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	Kenwancy Supples Equipment	33 Energency Supplies/Equipment-34 Location and Use First Aid Kits and Equipment 5 Years Eyewadh/Showers 5 Years Fire Extinguishers 38 Good Housekeeping 39 Mazand Commo 5 Years 40 Asbestos Notification 41 Bloodborne Pathogena Annual 42 Confined Space Program
43 Cotton Dust
44 Heart liness Prevention
45 Lead Paint Awareness and
46 highlighted (Residents offly) 5 Years Annual hanges or 5 Years New Hazards ← → H \Input Training /

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 at http://danrrec.ucdavis.edu/ehs/forms/field_tracking_form.xls Google -🗸 🕝 Search 💌 🐉 🛃 Popups okay 💝 Check 🗸 🛝 AutoLink 💌 🖫 AutoFili Q20 A B C D II Employee: 12 Position: 13 14 15 16 17 Type of Training 18 19 20 21 Record Keeping and Tracking for Employee Health and Safety 23 Good Health and Safety Practices 44 Related to Position Tasks 25 Building Evacuation Plan (8PP) 26 Injury liness Prevention Plan (8PP) Date: Refresher Training Dates Initial Refresher Refresher Refresher Refresher Training Training Frequency Required (All) (Top 10...) (Custom...) Changes or Ann Voluntary Changes or 5 Ye (Blanks) 26 Injury Ilness Prevention Plan (IPP) Changes of 5 Ye Emergency Response Plan Annual Yes 28 Fire Prevention Plan 29 First Aid / CPR 5 Years 3 Years 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.