



Title:

Accident, Injury & Illness Program Training

Purpose

Training is one of the most important elements of any safety & health program. Training is designed to enable employees to learn their jobs properly and reinforce safety policies and procedures. Safety Training also provides an opportunity to communicate safety principles and commitment of management to a safe work place.

Introduction

General safety and health orientation is essential for all new employees, including temporary, part time, and seasonal employees. It is also necessary for all new employees to receive safety training specific to their job responsibilities before beginning their assigned duties.

Additionally, employees need to receive periodic training to enhance their knowledge, skills, attitudes and motivations concerning safety procedures relating to operations, processes, and specific work environments.

Responsibilities

Risk Management

- Identify training needs for safety and health issues Citywide and in individual departments.
- Assist departments with the development of training presentations and materials, where needed.
- Recommend instructors to present training sessions when requested by departments.
- Assist departments in conducting training for employees when resources are available.
- Provide training opportunities Citywide to Departmental Safety Officers.

Departments

- Develop and provide specific safety and health training programs as required by the Commonwealth of Pennsylvania and the City's Risk Management Division and as necessary to protect its Department's employees.
- Safety and Health Training opportunities should be afforded employees upon initial assignment of their job tasks or when their job tasks/responsibilities change temporarily or permanently, which present new or different hazards.

- Provide training for managers and supervisors on Safety and Health related matters that pertain to their employees, operations, and facilities.
- Training should be provided for any management and labor Safety Committee members regarding their responsibilities. Safety Committee members would benefit specifically from training on Safety Committee Operations, Accident Investigation, and Hazard Inspection, Identification and Control.

New Employee Safety Training

Safety Orientation: A New Employee Safety Orientation should be part of the overall job orientation program provided to all new hires. The Department's Safety, Personnel, or Training Office should be responsible for conducting this orientation. The safety training must consist of the below listed topics:

1. Safety Policy Statement
2. Safety Office Information
3. Safety Program Responsibilities and Assignments
4. Procedures for Reporting Safety Issues and Work-Related Injuries, Illnesses, and Near-misses
5. Fire and Emergency Action Plans
6. Other Safety Related to Hazards of the Employee's Job

Job Related Safety Training: After completion of the general Safety Orientation, the Department must provide additional specific safety training applicable to the employee's assigned tasks, as soon as practical. Each Department must assess their employees' training needs and develop or sponsor programs accordingly. This training may consist of (as applicable):

- Listed below is a summary of Safety and Health Training Topics and Programs.
 - General Safety and Health Programs
 - Safe Operating Procedures
 - Equipment Inspection and Usage Requirements
 - Machine Guarding, Stationary Powered Equipment and Tools
 - Hand and Portable Power Tools
 - Lock Out/Tag Out and Electrical Safety
 - Hazard Communication: Chemical (Right-to-Know) Safety
 - Fire and Emergency Equipment
 - Ergonomics, Back Injury Prevention
 - Occupational Noise Exposures
 - Office Safety Hazards
 - Slips, Trips and falls
 - Driver Safety
 - Work Place Violence
 - Construction Related Safety

- Fall Protection
- Confined Space
- Occupational Health Topics
- Industrial Hygiene
- Personal Protective Equipment (PPE)
- Respiratory Protection and Respirators
- Special material and Personnel Lifting Equipment Safety
- Roadwork and Traffic Control Safety
- Public Safety and Exposure Controls
- Welding, Cutting and Hot Work Permit safety
- Shop and Maintenance safety
- Laboratory Safety
- Asbestos, lead and other health exposures
- First Aid, CPR, AEDs and Blood borne Pathogens

Annual Training Topics

The list below details areas that may require annual retraining for Employees, Supervisors, and/or Managers:

1. Annual Review of Safety Policies and Rules
2. Hazard Communication/Chemical Safety
3. Emergency Action Procedures (including evacuation)
4. Personal Protective Equipment
5. Occupational Health & Infection Control
6. Other Safety Protection Programs for the Job

Evaluation

Departments are to review training records and evaluate the effectiveness of training on a regular basis. The Risk Management Division will periodically evaluate or have evaluated the overall and individual Department Safety and Health Programs and related training.

Record Keeping

A written record of all training will be recorded and filed in the department's Safety, Personnel, or Training Office, and the respective Unit's files. All general training records, including a copy of the training presentation, handouts, rosters, sign-in sheets, etc. are to be kept on file. The instructor/trainer will fill out training records to document what training was provided, who attended, who presented the training, and on what date the training was provided. New Employee Safety Orientation Training will be kept in each employee's personnel record (see attached example). Individual employee training records are to be kept for the duration of employment plus ten (10) years.

(EXAMPLE)



**CITY OF PHILADELPHIA
OFFICE OF THE DIRECTOR OF FINANCE
RISK MANAGEMENT DIVISION**

NEW EMPLOYEE SAFETY ORIENTATION

- ❑ **S.M.I.L.E. POCKET SAFETY GUIDE**
 - Safety Matters In the Lives of Employees

- ❑ **SAFETY POLICY STATEMENT**
 - Citywide and Departmental

- ❑ **SAFETY RESPONSIBILITIES**
 - Safety Officer: _____
 - Head Administration, Management, Supervisors, and Employees
 - Safety Rules and Enforcement

- ❑ **HAZARD IDENTIFICATION, REPORTING, AND CONTROL**
 - Safety, Occupational Health, and Industrial Hygiene Services
 - Report Unsafe Conditions
 - Safety Suggestions

- ❑ **SAFETY AND LOSS PREVENTION TOPICS**
 - **DRIVER SAFETY**
 - Driving Rules
 - Safe Driving Tips

 - **ERGONOMICS - Workstation Safety**
 - Workstation Set-up
 - Computer Keyboard Placement & Adjustments
 - Chair Adjustments & Sitting Positions

(EXAMPLE)

- Mouse Placement

- **WORKPLACE VIOLENCE**
 - Zero Tolerance
 - Report Threats, Harassment, or Physical Violence
 - Employee/Client, Employee/Supervisor, Employee/Employee

- **FIRE PREVENTION, PROTECTION, AND CONTROL**
 - Emergency Contact Numbers
 - Fire Alarm and/or Control Devices
 - Evacuation Plan and Procedures
 - Emergency Exits

- **OTHER SAFETY & HEALTH ISSUES**
 - Lifting/Back Safety
 - Substance Abuse, Awareness, & Prevention
 - No Work Under the Influence of Alcohol or Drugs
 - Employee Assistance Programs
 - Right-to-Know (Handling Hazardous Materials/Chemicals)
 - _____
 - _____

- **INJURY/INCIDENT RESPONSE AND REPORTING PROCEDURES**
 - Report Work Related Injuries/Illnesses
 - Evaluation and Treatment
 - Motor Vehicle Accidents
 - Hazardous Material Releases

Employee Signature

Payroll #

Date

Orientation Given By

Date