Department: Human Resources
Policy Number: RSK-A002
Effective Date: 04/11/11

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

EMPLOYEE SAFETY TRAINING POLICY

Required training will be performed for all CMCSS employees annually. The elements of the training programs may include the following:

- Incident/ OJI Reporting
- Housekeeping
- Safety Committee Meetings
- Emergency Evacuation
- Contractor Safety
- Personal Protective Equipment
- Respiratory Protection
- Maintenance of Traffic Plan
- Hand Tools Safety
- Ladder Safety
- Lockout/Tag out
- Mobile Equipment
- Electrical Safety
- Hazard Communication Program
- Compressed Gas Safety
- Machine Guarding
- Fall Prevention/Protection
- Slip and Fall Prevention
- Fire Prevention/Safety
- Blood borne Pathogens/Exposure Control
- Hearing Conservation
- Confined Space Entry
- COVID-19
- Playground Safety
- Chemicals in the Workplace/SDS
- Accident Investigation
- Indoor Air Quality
- Lifting Safely / Back Injury Prevention
- Crisis & Emergency Response Planning
- Trenching & Excavation
- Liability Issues
- OSHA Complaint Procedure
- Employee Safety Manual
- Employee Rights & Responsibilities
- Asbestos Awareness
- Office Environment & Ergonomics
- Drug & Alcohol Testing
- Specification for Accident Prevention
- Portable Fire Extinguishers
- Storage & Handling of Liquefied Gasses
- Hot Work
- Servicing single & multiple-piece rim
- Powered industrial trucks
- Welding requirements
- Telecommunications
- HIV/AIDS

The elements of each training session may/can vary depending on the job functions of the specific department for which the training is being conducted. All new employees are required to complete CMCSS New Employee Safety Training upon completion of hiring and in-processing functions. Job specific training is required prior to performing any safety sensitive function of their assigned duties.

Implementing Procedures: None.

Revision History:

Date:	Rev.	Description of Revision:
12/12/05		Initial Release
3/23/09	A	Add additional training programs and clarify paragraphs.
04/11/11	B	Add training programs
4/9/15	C	Minor correction (removed M from SDS in second column), updated logo

1/22/21	D	Add training programs

*****End of Policy*****