

UCSB Safety Training Documentation Form

The California Occupational Safety and Health Administration (Cal/OSHA) requires that every employer establish and maintain an effective Injury and Illness Prevention Program (IIPP). At UCSB the IIPP is a written program supported by all levels of the Campus Administration. The text of the UCSB Program can be viewed on the EH&S website at www.ehs.ucsb.edu.

Each supervisor is responsible for training his or her employees in safe work procedures and for documenting safety training.

Supervisors are required to provide safety training:

1. To all new employees.
2. To employees given new job assignments for which training has not previously been received.
3. Whenever new substances, process, procedures or equipment are introduced that represent a new hazard.
4. Wherever the employer is made aware of a new or previously unrecognized hazard.

The training should include all safety hazards related to the job including, but not limited to the following:

1. In the area of ergonomics and computer use, your Department Safety Representative has a copy of the Ergonomic CD-ROM. Please review it and forward a copy of the completed workstation checklist to EH&S.
2. For precautions on the use of hazardous materials in your workplace, check the Web at www.ucmsds.com for Material Safety Data Sheet (MSDS) information.
3. Specific potential hazards and safety precautions related to the job.

Department: _____

I have been trained in how to perform my job safely and agree to comply with all safe work practices.

Employee's Name (**PRINT**)

Employee's Signature

Date

The above employee has been trained in safe work practices.

Supervisor's Name (**PRINT**)

Supervisor's Signature

Date