

Training

The training section of this manual provides additional materials to help meet your training requirements. Following the steps outlined in this manual, utilizing the following documentation forms, complete the required training program for chemical, biological and general safety specific for your workplace.

The written training program is to be completed by filling in the blank spaces provided. We suggest that you make additional copies of the blank forms found in this section for annual training sessions and new employee training.

After the administrator has completed the written training program, use it as a guideline to follow during the training sessions of your facility employees. Remember to hold an employee question and answer session at the end of all training sessions. Use these sessions to review each subpart, as well as specific hazards and preventative procedures that must be adhered to.

Posting of Documents

Train employees on what the following documents mean, as well as the common area in which they will always be posted on a bulletin board:

1. Chemical Inventory list.
2. Evacuation Plan.
3. OSHA Form 3165 (OSHA Employee Rights)
4. Hazard Communication Program Information Sheet.
5. State Required Forms – EEO, OSHA, EPA, etc.
6. First aid equipment location.
7. Emergency Telephone numbers at each phone.

OSHA Compliance Training Outline

8. Review Contents of this manual.
9. Discuss all safety regulations pertinent to your facility.
10. Identify hazardous materials in the workplace and enter them on the Chemical Inventory List.
11. Identify and review the corresponding Materials Safety Data Sheets for these chemicals.
12. Review labeling of hazardous chemicals/products and train how to read labels.
13. Discuss hazards associated with chemicals.
 - A. Health – first aid, signs and symptoms of exposures.
 - B. Fire – use of extinguisher.
 - C. Reactivity – incompatible chemicals and reactions with water.
 - D. Personal protective equipment needed.
7. First aid training.
 - A. How to respond to an eye injury.
 - B. Emergency eyewash unit.
 - C. Review first aid section.
8. How to detect the presence or release of a hazardous chemical in the work area and how to clean up a chemical spill.
9. Infection Control/Bloodborne Disease Standard.
 - A. Review the material found under the *Bloodborne Pathogen* tab and the *Infection Control* tab.
 - B. Educate staff on modes of transmission and epidemiology of HIV/HBV.
 - C. Use of personal protective equipment.
 - D. Bloodborne Disease Pathogens Standard and Exposure Control Plan.
 - E. Procedures for handling infection waste.
 - F. Sterilization/disinfection and housekeeping requirements.

10. Review other sections of the manual.

- A. Family and Medical Leave Act.
- B. Sexual Harrassment.
- C. Workplace Violence.

11. Documentation

- A. Training logs, training contacts and training evaluations.
- B. Accident report forms.
- C. Post required documents.
 - 1. OSHA form 3165.
 - 2. Chemical Inventory List.
 - 3. Location of training manual.
 - 4. State required materials (if applicable).

Employee Training Contract

I, _____, verify that on _____
(Employee Name) (Date)

I have received training on safety in the workplace. The training sessions I attended included information on:

1. The purpose and requirements of the OSHA regulations.
2. An overview of the written Hazard Communication Program.
3. A list of hazardous chemicals used in the workplace and the location of SDS forms.
4. Information on the use of a SDS and corresponding product labels.
5. How to properly handle equipment and materials.
6. The Bloodborne Disease Pathogens Standard.
7. Medical Waste/Hazardous Materials Waste Training.
8. Safety precautions and first aid procedures.
9. Fire & electrical safety.
10. Walking/Working Surfaces.
11. Means of Egress.
12. Recordkeeping procedures.
13. Procedures for reviewing and updating SDS sheets.
14. Proper use and selection of personal protective equipment.
15. An opportunity was provided to ask questions.

I have read and understand the above terms of this contract.

Employee Signature _____ Date _____

Safety Administrator (SCA) Signature _____ Date _____

Employee Training Log

Facility Name: _____

Training Topics: _____

Trainer Name: _____

Date of Training: _____

Employee Name Employee Signature

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Evaluation of Training Examination

Employee Name: _____ Date: _____

Directions: Circle the correct answer **True** or **False** for each question below to evaluate training effectiveness. Answers found on bottom the next page.

- | | | |
|--|------|-------|
| 1. From a combination of fuel, oxygen and heat, a fire may develop that can be extinguished with any fire extinguisher. | True | False |
| 2. Engineering controls are mechanical devices that eliminate or isolate a hazard. | True | False |
| 3. Employee medical records must be maintained the duration of employment plus thirty years. | True | False |
| 4. It is acceptable to dispose of hazardous waste in any manner. | True | False |
| 5. Employees are not required to wear personal protective equipment when working with disinfectants if they sign a waiver. | True | False |
| 6. Safety Data Sheets(SDS) may be discarded after posting for the required two week period. | True | False |
| 7. Both emergency action plans and fire prevention plans are required in the workplace. | True | False |
| 8. Extension cords may be used to run equipment in healthcare facilities. | True | False |
| 9. A SDS is not required for a hazardous chemical as long as the labeling is properly maintained. | True | False |
| 10. Exposure to ionizing radiation exceeding 100 roentgens may cause fever and hemorrhagic skin lesions, as well as gene mutation. | True | False |
| 11. Eating and drinking are allowed in hazardous waste storage areas, provided the waste is properly contained and labeled. | True | False |
| 12. A ladder should always be angled so the area from the bottom of the ladder to the wall equals one-fourth the working length. | True | False |
| 13. Hepatitis B vaccinations must be made available, at no cost, to all employees who have an occupational exposure to blood. | True | False |
| 14. Airborne bacteria such as TB do not pose a health hazards, to employees. | True | False |
| 15. The new CDC Infection Control Guidelines have eliminated the need for OSHA Regulations. | True | False |

Evaluation of Training Examination - continued

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|---|---------------|
| 16. Eyewash units must be in an accessible location, take no more than 10 seconds to reach and have a water temperature of less than 100°F. | True False |
| 17. According to the National Fire Protection Agency's (NFPA) rating system, a yellow circle represents flammability. | True False |
| 18. HIV and HBV may be transmitted through air, food and intact skin contact. | True False |
| 19. All employees must be trained to interpret a SDS sheet and corresponding labels. | True False |
| 20. Health care workers may be exposed to a variety of dangerous microorganisms, including Hepatitis C, HIV, Herpes Simplex Virus, Staphylococci, and Streptococci. | True False |
| 21. Standard precautions only apply to contact with blood. | True False |
| 22. If you are treating a close personal friend or family member, there is not the same need for standard precautions as for a patient you do not know. | True False |
| 23. One method of transmission of a pathogen would be a splash of blood or saliva to the eye. | True False |
| 24. For those patients who have latex allergies, the only item in a healthcare facility containing latex is the exam gloves. | True False |
| 25. Skin bacteria can multiply rapidly under gloves if hands are not washed properly. | True False |
| 26. Critical items often penetrate tissue and bone. | True False |
| 27. Non-critical items only touch the skin and include items such as the x-ray head and blood pressure cuff. | True False |
| 28. During all instrument cleaning and decontamination procedures, a mask, nitrile utility gloves, fluid resistant (long-sleeved) clothing and protective eyewear should be worn. | True False |
| 29. OSHA requires a written training program, for job safety and health. | True False |
| 30. More assaults occur in the healthcare and social services industries than in any other profession. | True False |
| 31. To ensure confidentiality, management should not share workplace violence program evaluation reports with any/all employees. | True False |
| 32. Men may be victims of sexual harassment. | True False |

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