SAFETY TRAINING AT NC State

Scope
All CALS employees, interns, volunteers, visitors and students are required to have safety training. Customize the information provided on the following pages as best fits your work duties and environment.

<table>
<thead>
<tr>
<th>Category of individual</th>
<th>Definition</th>
<th>Responsibilities</th>
<th>Actions required</th>
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</table>
| **Manager**            | Individual to whom space and resources are provided for operations, e.g. the Principal Investigator (PI). Managers, regardless of title or appointment status, are those employees who have the responsibility of direct oversight of other individuals, conduct performance reviews, sign accident reports or are the PI on a Safety Plan | Each manager  
- Assures that all persons within their assigned space have completed the required safety training and implementation for anyone listed in the following categories.  
- Complies with University and CALS safety training requirements |  
- Read categories below to determine which category of individuals is being managed  
- Review [Supervisor's Safety Responsibilities](#) to determine appropriate actions for your work areas and personnel  
- Follow [Safety Implementation Protocol](#)  
- Review [Administrative Safety Links](#)  
- Review [Laboratory and Field Safety Links](#) |
| **Supervisor**         | Those who assist the Manager with directly overseeing or training individuals, for example: Teaching Professors, Laboratory Supervisor, Shop Supervisor, Unit Heads, Administrative Supervisors | Assists manager as directed  
- Complies with University and CALS safety training requirements |  
- Same as actions for managers |
| **Employee**           | Anyone who is paid or compensated directly by NCSU - Faculty, Staff, PostDocs, Graduate Students, paid undergraduate students | Responsible for complying with University and CALS safety training requirements | Continuing safety responsibilities |
| **Temporary or Visiting Status** | Sabbatical; Emeriti Faculty; Interns not paid through NC State; or other short term visitors | Responsible for complying with University and CALS safety training requirements | Continuing safety responsibilities |
| **Volunteer**          | Anyone who is uncompensated | Responsible for complying with University and CALS safety training requirements | Follow task specific training provided by supervisors and managers |
| **Interns**            | Visiting high school students, undergraduate students or employees from other institutions, NCSU undergraduate; informal trainees | Responsible for complying with University and CALS safety training requirements | Follow task specific training provided by supervisors and managers |
| **Vendors**            | Anyone who represents an outside business or other government agency | | Comply with corporate as well as University safety guidelines |
| **Minors**             | Anyone under the age of 18 is restricted from certain tasks | | Follow task specific training provided by supervisors and managers |
| **Individual**         | Generic term | Responsible for complying with University and CALS safety training requirements | Each individual is encouraged to review [Administrative](#) and [Laboratory and Field Safety Links](#) |

For more information about Safety in CALS, contact your departmental Safety Committee member, the CALS Safety Committee Secretary candy Orr@ncsu.edu or Environmental Health and Safety at 919.515.7915. For safety concerns about your work location, contact the Building Liaison.
Safety Implementation Protocol for Managers and Supervisors

- Steps 1, 2, 3 must be completed for all individuals
- Step 4 should be completed by managers for individuals who work in areas covered by Safety Plans.

Step 1) Manager and Supervisor Responsibilities
If you have not already done so, read the supervisor’s safety responsibilities document to determine what actions you must take for your work areas and personnel.

Step 2) Required orientation safety training for new fulltime or temporary employees
Individuals who are not paid by NC State are also required to receive safety orientation training from their manager.

Step 3) Mandatory Hazard Communication Training
Permanent employees (EPA, SPA) will complete this training during new employee orientation. Training is arranged by the departmental Personnel Rep and is completed.

Other individuals such as graduate students, post docs, visiting scientists and biweekly staff should go to the website and complete the Hazard Communication online training module.

Volunteer staff at the University must be trained in appropriate safety practices and procedures by the manager of their work unit. Individuals in field work locations can contact Candy_Orr@ncsu.edu for more specific safety training.

Step 4) Safety Plan Training
Individuals who work in areas covered by approved Safety Plans must be given additional training for the specific hazards and protocols as specified in that Plan. This training must be conducted by the Manager (P.I. or a qualified designated person such as a laboratory supervisor or senior technician). Certification of this training must be documented by the trainer and the employee and copies retained by the Manager and individuals as specified in the Plan.
- Safety Training Information
- Directory of Services at Environmental Health and Safety. Alphabetical list of services provided by EHS and contact information
- Supervisor Responsibilities
- EH&S Health and Safety Manual
- Hazardous Waste Management
- Emergency Preparedness and Response
- Administrative Area Safety Guidelines
- Pandemic influenza information
- Violence in the Workplace
- Safety Self Assessment
- CALS Standard Operating Procedures
- Centers for Disease Control and Prevention/Travelers Health
- 15-passenger van training:
- Guidelines for Travel Away from Workplace
- Manager’s Departmental Checklist for New Employees Safety Training. NOTE: This form must be reviewed and completed for all new employees by their manager prior to the commencement of work activities. Retain signed original of this document in the employee personnel folder; and provide one to the employee.

- Customized departmental orientation checklists: The following examples may be useful as you develop your unit’s safety checklists
  - BAE
  - UFL

- Medical and Safety Emergencies:
  - From landlines with prefixes 512, 513, or 515 dial 911 to reach campus dispatch
  - From cell phone, dial 919.515.3000 to reach campus dispatch
  - From cell phone, dial 911 to reach Wake county dispatch (or local emergency dispatch if outside of Wake County)

- Accident Reporting Forms:
  - Develop SOP for volunteers and visitors
  - Emergency Medical contacts and forms [http://www.ncsu.edu/ehs/accident.htm](http://www.ncsu.edu/ehs/accident.htm)

- Vehicle Accident Reporting Forms: Your NC State owned vehicle should have a packet containing accident and insurance reporting forms in the glove box. Submit this information to the departmental insurance rep. Request the packet from Insurance and Risk Management, contact Donna Gaddy or by phone at 919.515.6135

- Guidelines for Federal Grants: Certain research grants require secure data control
  - Secure Data Backups with Controlled Access on University Locker: [http://oit.ncsu.edu/afs/unity-lockers](http://oit.ncsu.edu/afs/unity-lockers). Purchase

- Materials Support: Central Receiving, large item deliveries, surplus property
- Order Chemicals through MarketPlace
- Order gas cylinders, dry ice or ethanol:
  1. Register for the MarketPlace
  2. Lab Supplies
  3. Select product you wish to purchase

- Exit interview form for departing employees. Ensure clean out and chain of ownership for chemicals which remain after employee departure.

- Safety Information provided to workshop attendees or other short term visitors

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Administrative - links which assist with safety plan development and regulatory compliance

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- Safety Information provided to workshop attendees or other short term visitors
• Laboratory Startup or Relocation Information
• Personal Protective Equipment
• Chemical spill, leaky pipes
• Chemical spill on a person
• Animal Care and Use
• Bio Hazard Protocols
• Laboratory Materials Support
• Gas Cylinder Safety Procedures
• Single Page Safety Fact Sheets
• Biological Safety Manual
• NC Pesticide Applicator License Information
• CALS Pesticide Guidelines Scroll down left side to Agricultural Chemical topics
• Biological Materials Shipping Certification
• NC State University MSDS Management System

• Equipment Training:
  o Tractor
  o Forklift classroom & skills evaluations every three years
  o Trailer loading for towed equipment
  o Boats
    o 15-passenger van
      http://www.safety.ncsu.edu/15passvan/HTML/index.htm
    o Handling Laboratory Waste:
      http://www.safety.ncsu.edu/LabWaste/2/

• Sharps /Animal Parts Waste:  
  http://www.ncsu.edu/ehs/waste/wasteform.htm
  Sign in as a waste generator, complete form, and then call 919.515.6863 or 919.515.6864 for pickup

• Safety Information provided to workshop attendees or other short term visitors.
  Additional information to be developed