



# **Occupational Safety & Health Program Manual**

**April 2023**

# Table of Contents

<a href="#">Introduction</a>	3
<a href="#">Purpose</a>	3
<a href="#">Regulatory Authority</a>	3
<a href="#">Occupational Safety and Health Management</a>	4
<a href="#">Roles and Responsibilities</a>	4
<a href="#">UWSA Occupational Safety and Health Related Policies, Templates, and Guidance</a>	6
<a href="#">Required Posters in the Workplace</a>	6
<a href="#">New Employee Safety Orientation</a>	6
<a href="#">Safety Committee</a>	6
<a href="#">Safety and Health Programs</a>	7
<a href="#">Occupational Safety and Health Trainings</a>	7
<a href="#">Job Hazard Analysis</a>	8
<a href="#">Personal Protective Equipment</a>	8
<a href="#">Program Monitoring</a>	9
<a href="#">General Equipment Inspection Requirements</a>	9
<a href="#">Work-Related Injuries and Illnesses</a>	9
<a href="#">Recordkeeping</a>	11
<a href="#">Contractor Safety</a>	12
<a href="#">Resources</a>	12
<a href="#">Appendix A: General Equipment Inspection Requirements</a>	14
<a href="#">Appendix B: Safety Training Records Retention</a>	15
<a href="#">Appendix C: Job Hazard Analysis (Template)</a>	16
<a href="#">Appendix D: Occupational Safety and Health Trainings and Policies</a>	17

## INTRODUCTION

As part of our commitment to excellence at the University of Wisconsin System Administration (UWSA) and the mission of the UWSA Office of Risk Management (ORM) we assist the UW System institutions with a diverse and complex range of occupational safety and health issues. The University of Wisconsin System takes every reasonable precaution to protect the safety and health of staff, students, volunteers, visitors, and to prevent property damage and loss.

Safety is a shared responsibility. We recognize that the students and employees of the UW System are the universities' greatest assets and the safety of these students and employees is our top priority. Compliance, collaboration, and respect regarding occupational safety and health requirements and recommendations ensures students have a quality and valuable learning experience. It also ensures students and employees have a safe, inclusive, and sustainable environment.

The safety program has five main goals:

1. Protect the health and safety of employees and students.
2. Improve employee morale.
3. Reduce worker's compensation claims.
4. Reduce the time spent to replace or reassign injured workers.
5. Minimize the potential for code-violation penalties from the Department of Safety and Professional Services.

## PURPOSE

This UWSA Occupational Safety & Health Manual is a resource to support the staff responsible for occupational safety and health programs at each UW System campus and institution. This manual is not intended to be a procedures manual for every program or environment; rather it should be used for general guidance. Specific hazardous conditions require specific control procedures that must be prepared by those having ownership of the hazard.

Each UW System campus and institution is responsible for ensuring compliance on a timely basis with the laws, regulations and standards identified in this manual.

## REGULATORY AUTHORITY

[Wisconsin Statute 101.055](#) requires the Wisconsin Department of Safety and Professional Services (DSPS) to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by Federal Occupational Safety and Health Administration (OSHA).

The minimum occupational safety and health standards for public employees is located in [Chapter SPS 332, Public Employee Safety and Health](#).

## OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT

UW System has an obligation to provide and maintain a safe and healthy environment for its employees according to [Wisconsin Statute 101.055](#).

A proactive approach to occupational safety and health management, which complies with state and federal regulations, requires implementation of efficient methods of systemic management in occupational safety and health. Not only does an approach like this make it possible to comply with the requirements of the regulations in force, but it also brings economic benefits such as lower cost of occupational accidents and diseases as well as improvement in work quality, efficiency, and employee morale. Managers, supervisors, and employees together play a vital role in safety management through cooperation, commitment, and communication.

Each campus should set up a program to systematically manage safety and health. The program should be appropriate to conditions in each workplace, such as the hazards to which employees are exposed and the number of employees in the workplace. An effective safety and health program takes the commitment and energy of many individuals which includes campus administration, directors, supervisors, managers, and employees. Everyone must work together to make the workplace as safe as possible.

UWSA recommends that all campus administration and employees recognize the benefits of a successful health and safety program by participating in the program and following the applicable provisions of the workplace health and safety standards and procedures.

## ROLES AND RESPONSIBILITIES

### **Wisconsin Department of Administration (DOA) Safety and Loss Prevention**

- Plans, develops, coordinates, and implements statewide loss prevention and control programs for all state agencies.

### **UW System Administration Office of Risk Management**

- Provide support, consultation, guidance, and resources to campuses regarding EHS programs and topics.
- Facilitate a collaborative environment amongst campuses such as leading working groups, regular meetings, programs, trainings, creating template policies, etc.
- Keep current on local, state and federal regulations, standards, and guidelines and communicate changes to campuses.

### **Senior Administration- Campus Level (Chancellor, Provost, etc.)**

- Demonstrate that safety is a core value of the campus by providing adequate fiscal and personnel resources and supporting effective policies.
- Be engaged in safety and health activities.
- Demonstrate commitment regarding safety and address all safety concerns brought to their attention.

- Assume ultimate responsibility for safety.

#### **Deans, Department Chairs, Directors, and Managers- Campus Level**

- Establish, promote, and maintain a culture of safety within their respective colleges and departments/units, classrooms, laboratories, etc.
- Ensure areas under their management comply with institutional, state, and federal safe practices, policies, programs, and regulations.
- Discontinue activities under their management that pose a risk to the health and safety of the campus community until they can meet regulatory and university expectations for a safe and healthy work and learning environment.
- Assume ultimate responsibility for safety in the college and department.

#### **Campus Environmental Safety & Health Managers**

- Encourage open and ongoing dialogue about safety to promote a safe and healthy environment.
- Provide a central repository of safety resources to the campus.
- Develop and maintain institutional safety plans and policies.
- Develop, provide and/or assist with coordinating safety and health training programs.
- Provide campus-wide consultation and assistance in complying with federal, state and institutional workplace safety regulations.
- Monitor and communicate regulatory and advisory changes to the campus community.
- Investigate accidents, injuries, and reported unsafe conditions.
- Collect and report injury and illness trends and general safety metrics.
- Assist with identifying and evaluating hazardous conditions and practices.

#### **Supervisors**

- Ensure safety and health requirements, practices, and procedures are clearly communicated and understood by employees under their supervision through training, department meetings, etc.
- Ensure equipment is safe, well maintained and in compliance with institutional and external agency regulations, policies, programs, and practices.
- Properly train employees on safe work procedures for assigned tasks.
- Conduct thorough investigations and analysis and implement corrective actions when employees under their supervision are injured or involved in a work-related incident.
- Encourage employees to report unsafe work conditions or safety concerns.
- Assume ultimate responsibility for the safety of employees.

#### **Faculty**

- Ensure students, employees and others associated with their teaching and research activities, receive appropriate safety information, training, best practices and required personal protective equipment.
- Comply with safety related institutional and external agency regulations, policies, programs, and practices.
- Lead by example, by modeling good safety behavior.
- Assume ultimate responsibility for safety in their classroom, laboratory, studio, or field site.

#### **Employees**

- Engage in safe practices such as following all safety procedures, programs, and policies.
- Comply with safety regulations, policies, programs, and practices.
- Complete initial and continuous safety training as assigned.
- Promptly report work related incidents and injuries, hazards, and unsafe work conditions to their supervisor or Environmental Health and Safety Manager.

## UWSA OCCUPATIONAL SAFETY AND HEALTH RELATED POLICIES, TEMPLATES, AND GUIDANCE

- [Workplace Safety](#), UW System Administrative Policy 1230 (*formerly GEN 11*)
- [Unmanned Aircraft Systems \(Drones\) Template Policy](#)
- [Working in Isolation Policy](#), UW System Administrative Policy 620
- [Return to Work: Worker's Compensation Policy](#), UW System Administration Policy 635

## REQUIRED POSTERS IN THE WORKPLACE

The Department of Safety and Professional Services requires the following information related to Occupational Safety be posted in the workplace. EHS Managers should verify that these are posted within the campus community.

- [Public Sector Employee Safety and Health](#)
- [Hazardous Chemicals in the Workplace](#) (State Statute 101.581(1))
- **OSHA 300A Summary of Work-Related Injuries and Illnesses Report**
  - Must be posted from February 1<sup>st</sup> to April 30<sup>th</sup> of each year for the previous calendar year's OSHA recordable claims.

## NEW EMPLOYEE SAFETY ORIENTATION

All new employees should participate in a new employee safety orientation. A few topics that should be covered include: identifying hazards in the work environment, expectations of maintaining a safety and healthy environment, training expectations, ergonomics, emergency preparedness, near miss and injury reporting, etc.

The UW System [new employee safety orientation](#) is available for campuses to use.

## SAFETY COMMITTEES

The purpose of a safety committee is to bring a diverse campus-wide membership together that includes employees and leadership to promote collaboration, engagement, and contribution

regarding safety and health in the workplace. Safety committees serve as a portal for engaging, developing, and maintaining positive interest in employee safety and serves as a means of communicating and exchanging information on safety issues. Safety Committee responsibilities include:

- Recommending programs for the safety and health of employees
- Monitoring the programs and work procedures designed for employee safety and health.
- Considering individual employee concerns and suggestions regarding safety and health.
- Reviewing employee safety input forms and recommending appropriate corrective action in writing.
- Promoting programs to improve the safety, health, training and awareness of all employees.
- Providing a means for employees to work together on identifying hazards and developing acceptable solutions to safety problems.

They should have a mission statement and meet periodically, at least quarterly, and should set goals and or initiatives and review safety related recommendations.

## SAFETY AND HEALTH PROGRAMS

Each campus is responsible for establishing, implementing, and maintaining EHS programs as required by applicable laws, regulations, policies, and recognized needs.

See [Appendix D](#) for information on training and program requirements. This list is not all encompassing.

## OCCUPATIONAL SAFETY AND HEALTH TRAININGS

Safety training develops a positive health and safety culture, meets the legal duty to protect the health and safety of employees, and helps prevent exposure-related injuries and illnesses, subsequently reducing WC premiums and loss time claims.

Therefore, it is essential for employees to understand the purpose of the training session, how it relates to their job duties, why it will be useful to them, and what can result from not following safety rules and procedures.

Each campus is obligated to provide information and training to affected faculty, staff, student employees, and volunteers so the employees may perform their job safely. Occupational safety and health training requirements should preferably be identified and assigned by the department or unit in charge of the activity process or by the EHS department. The completion of employee training should be maintained and documented.

## JOB HAZARD ANALYSIS

A hazard is the potential for harm and is often associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. Identifying hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses.

One of the best ways to determine and establish proper work procedures is to conduct a Job Hazard Analysis (JHA). JHA's are one component of the larger commitment of a safety and health management system. JHA's are also a valuable tool for training new employees in the steps required to perform their jobs safely.

An JHA can be conducted on many jobs in the workplace. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new to your operation or have undergone changes in processes and procedures; and
- Jobs complex enough to require written instructions

See [Appendix C](#) for a template JHA.

Ref. [Job Hazard Analysis. OSHA 3071 2022 \(Revised\)](#)

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees shall be reimbursed, in accordance with institution policy, for safety and PPE if, in the performance of their assigned duties, the equipment is required by the university.

- **Protective Clothing and Equipment-** the university shall furnish, in accordance with institutional limits, the required protective clothing and equipment necessary for the performance of assigned duties. Such equipment shall be in accordance with the standards established by regulating agencies.
- **Protective Shoes-** If the university requires the purchase of safety shoes necessary in the performance of assigned duties, the employer shall pay an allowance, in accordance with institutional limits, toward such purchase as an expense check.
- **Safety Glasses-** If the university requires the purchase of safety glasses and/or safety sunglasses for the performance of assigned duties, the university shall reimburse the employee for such expense, in accordance with institutional limits, including the cost of any eye examination required for such purposes and not covered by any health insurance program. Reimbursement for eye examinations under this provision shall not exceed one per fiscal year.  
\*Safety side shields are required on all safety glasses.



## PROGRAM MONITORING

Departments with identified hazards should conduct self-inspections for applicable occupational safety and health programs to ensure compliance with the requirements. In addition to the department inspections, the campus EHS department or designee should conduct inspections and program reviews of each department with identified hazards. The results of the inspections should be shared with the department chair or administrator in charge.

Programs should be periodically reviewed and updated to meet current and future standards.

Deans, directors, and department chairs shall ensure appropriate actions are taken within their departments to correct any identified deficiencies.

## GENERAL EQUIPMENT INSPECTION REQUIREMENTS

Each campus is responsible for ensuring that required inspections of equipment are completed as required per codes and standards.

[Appendix A](#) contains a list of equipment commonly used on campuses, codes and standards as applicable, and the required frequency of inspections.

## WORK-RELATED INJURIES AND ILLNESSES

UW System actively seeks to identify hazards in the workplace before injuries occur. The best way to minimize these physical hazards is through systematic accident prevention activities which includes department/building self-inspections. Any physical hazards, unsafe practices, or problem areas must be reported immediately to the supervisor or director of the department for action. The EHS Manager's responsibility is to assist and/or be a resource for the department. The EHS Manager should also assist and/or ensure that corrective actions are taken to remediate the hazard.

Injuries or illnesses are work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. These incidents can result in one or more of the following:

1. Death
2. Days away from work
3. Transfer to another job
4. Medical treatment beyond first aid
5. Loss of consciousness
6. Diagnosis of a significant injury or illness

EHS Managers should work closely with the campus's Worker's Compensation Coordinator.

### **Responsibilities**

- **Employees** are required to report every work-related incident or injury by the end of their work shift or within 24 hours at the latest. This allows prompt notification and investigations to eliminate any existing hazards or concerns in order to prevent similar incidents or injuries from occurring again.
- **Supervisors** are required to conduct a prompt and detailed injury analysis by the end of their work shift or within 24 hours (at the latest) after they are notified of an employee's injury. The analysis should 'paint a picture' of how, what, when, where and why the injury happened. The goal of the analysis is to determine the root cause of the injury and allow the supervisor to implement corrective actions to prevent a similar incident.
- **EHS Managers** should investigate every work-related injury or incident and review the Supervisor's Accident Analysis and Prevention Report to determine if any additional corrective actions should be taken.

### **Incident and Injury Investigations**

Incident and accident investigations evaluate the facts, physical evidence, existing records, opinions, and the statements of the affected employee and witnesses. Despite their complexity, most accidents are preventable by eliminating one or more causes. A work injury/illness analysis can determine not only what happened, but also how and why. This involves identifying causal factors and provides recommendations for corrective action to be taken to prevent the recurrence of similar injuries or illnesses. Investigations should be conducted with accident prevention in mind. Investigations are not to place blame.

### **Return to Work**

The timely return of injured employees to productive roles in the workforce is one of the key components of the worker's compensation mission. Bringing an employee with a work-related injury or illness back to timely work is therapeutic and can speed the overall recovery. In addition, the longer an employee is away from work the less likely they are to have a successful return to work and the higher the employer's worker's compensation costs and related business costs. Return to work is a responsibility shared by management and employees.

The [UW System Administrative Policy 635, Return to Work: Worker's Compensation](#) was signed and approved on October 3, 2022. To assist campuses with implementation of the policy, the [UW System Return to Work Manual \(Related to Worker's Compensation\)](#) accompanies the policy.

## **RECORDKEEPING**

Nearly all the components of a safety program include regulatory requirements for documentation and recordkeeping. Safety program records, documents and inventories maintained by the campus over the long-term provide a valuable record of compliance and responsible stewardship of university resources. This can be critical information in the event of future actions, such as a Worker's Compensation claim.

Within certain regulatory parameters, how safety program records are maintained is up to each campus. Some recordkeeping functions, such as personnel training, may be delegated to specific campus departments. However, it is most likely the task of the campus EHS Manager, to account for safety program documentation from a campus-wide perspective. Such documents should be sufficient to demonstrate compliance with regulations at the time of an inspection or audit.

### **Recordkeeping Retention Requirements**

**Employee Medical Records:** Employee medical records associated with occupational safety and health programs must be preserved and maintained for at least the duration of employment plus 30 years unless a specific occupational safety and health standard provides a different period of time. For example, the noise standard, 29 CFR 1910.95, requires noise exposure measurement records be retained for only two years and audiometric test records are retained for the duration of the affected employee's employment. There are exceptions such as:

- Employees who have worked less than a year for an employer. The medical records of these employees need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

**Employee Exposure Records:** Any time monitoring is done for air contaminants or for measuring noise levels, etc., employers must make these records available to employees and keep them as part of their medical records. Employee exposure records similarly must be preserved and maintained for at least 30 years, except that:

- Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for 1 year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained are retained for at least 30 years.

**Injury/Illness Forms:** OSHA's 300 Log of work-related injuries and illnesses and 301 Injury and Illness Incident Report forms must be kept on file for 5 years following the year to which it pertains.

**Training Records:** There is no one standard length of time to keep training records for all OSHA regulations. Unlike employee exposure records that must be retained for 30 years and medical records that must be retained for the time of employment plus 30 years (29 CFR 1910.1020), training record retention varies from regulation to regulation. However, it is recommended that training records be kept for a minimum of 3 years. See [Appendix B](#) for specific training record retention requirements and recommendations.

**Safety Data Sheets (SDS):** Each SDS must be retained at the worksite for as long as the hazardous chemical is used at the worksite. OSHA requires the retention of records on worker exposure to hazardous chemicals but does not specify retention of the SDS with such records. If the chemical is no longer used in the workplace, you are not required to maintain the SDS with medical records. You must, however, maintain the chemical identity of the substance (if known) and where and when in the facility it was used for at least 30 years.

Current or former employees (or their designated representatives) may request and obtain from the employer SDSs for chemicals to which they may have been exposed.

## CONTRACTOR SAFETY

Established safety provisions provide a safe working environment, govern facility relationships with outside contractors, and ensure that contractor employees and university employees are trained to protect themselves from potential and existing hazards. The objectives of establishing a contractor safety program are to protect employees, students, visitors, property, and the environment from potential hazards.

Contractors are expected to implement their own safety programs. These programs shall provide site information on all known safety and health hazards. In addition, contractors should be provided with a clear and concise understanding of the safety requirements and responsibilities needed while working on UW System property. It is UW System's policy to minimize exposures that cause personal injury, property damage, and liability losses due to construction, renovation and demolition of university owned buildings and facilities.

On multi-employer work sites, the organization shall implement a process for coordinating the relevant portions of its contractor safety program with other applicable organizations. Accountabilities and responsibilities for Occupational health and safety must be clearly defined for the contract and with the defined scope of work.

Therefore, each campus should implement a contractor safety program for their worksites so that on the job injuries are minimized and work practices may be standardized.

In summary, prior to starting a job, each contractor shall:

- Review the work site and identify hazards that may occur while performing the job.
- Ensure proper safety precautions are followed in accordance with OSHA regulations.
- Ensure individuals working at the site are trained and aware of potential hazards.
- Ensure all personnel follow the guidelines of state and federal guidelines and the University's policies.

## RESOURCES

[Department of Administration Safety and Loss Control](#)

[Occupational Safety and Health Administration \(OSHA\)](#)

[Safety and Professional Services, Chapter SPS 332](#): Public Employee Safety and Health

[UWSA Occupational Safety and Health](#)

## Appendix A: General Equipment Inspection Requirements

EQUIPMENT	CODE	FREQUENCY
Aerial Lift	ANSI A92, OSHA 1910.67 defers to ANSI	Annual
Bleacher	DSPS 361.03, ICC 300-02	Annual
Boiler Inspection	DSPS 341	Annual and 3 years
Elevator	DSPS 318	Annual
Emergency Generator	NFPA 110	Monthly and Annual
Emergency Lighting (Battery)	NFPA 101	Monthly for 30 Sec.; Annual 90 Min.
Emergency Shower	ANSI Z358, OSHA 1910.151	<ul style="list-style-type: none"> <li>• Plumbed= Weekly</li> <li>• Self-Contained= Per manufacturer's instructions</li> <li>• Annual (plumbed and self-contained)</li> </ul>
Emergency Eye Wash	ANSI Z358, OSHA 1910.151	<ul style="list-style-type: none"> <li>• Plumbed= Weekly</li> <li>• Self-Contained= Per manufacturer's instructions</li> <li>• Annual (plumbed and self-contained)</li> </ul>
Fire Alarm Inspection/Testing	NFPA 72	Annual
Fire Department Connections	NFPA 25	Annual
Fire Door Inspection	NFPA 80	Annual
Fire Extinguisher	NFPA 10	Monthly and Annual
Fire Hose	NFPA 1961	Annual
Fire Hydrants Wet/Dry Barrel	NFPA 291	Annual
Fire Pump	NFPA 25	Annual
Fire Rated Stage Curtains	NFPA 701, 703	Varies-based on material/treatment
Fire Sprinkler System (Automatic)	NFPA 25	Quarterly and Annual
Fume Hoods	DSPS 332.24, ANSI Z9.5, OSHA 1910.1450, NFPA 45	Annual
Kitchen Range Hoods	NFPA 96	Every 6 months
Ladder: Wood, Metal, Fixed	OSHA 1910.25, .26, .27	Visual inspection before each use and after any occurrence that could affect its structural integrity.
Overhead Drop Fire Doors/Curtain	NFPA 80	Annual
Paint Booth	NFPA 33, OSHA 1910.107	Periodic
Powered Industrial Trucks	OSHA 1910.178	Prior to use
Proscenium Curtain	NFPA 80	Annual
Rigging/ Slings	OSHA 1910.184	Prior to each use by a competent person
Scaffolding	OSHA 1926.451	Prior to each use and after any occurrence that could affect its structural integrity.
Snorkel Hoods	OSHA 1910.1450, NFPA 45	Annual

ANSI - American National Standards Institute; DSPS - Dept of Safety and Professional Services; ICC - International Code Council; NFPA - National Fire Protection Agency; OSHA - Occupational Safety and Health Administration

## Appendix B: Safety Training Records Retention

Program	Requirement/Standard	Length of Training Record Retention (Regulatory)	Length of Training Record Retention (Good Practice)
Aerial Lifts and Bucket Trucks	29 CFR 1926.453	3 years	3 years
Arc Welding, Cutting	29 CFR 1910.254	Not specified	3 years
Asbestos Awareness Training	29 CFR 1910.1001	1 year past the date of last employment	Same
Asbestos Inspector	29 CFR 1910.1000	Not specified	3 years
Asbestos Project Manager	29 CFR 1910.1000	Not specified	3 years
Bloodborne Pathogens	29 CFR 1910.1030	3 years	3 years
Chemical Hygiene Plan	29 CFR 1910.1450	Not specified	3 years
Compressed Gas Cylinders	29 CFR 1910.101	Not specified	3 years
Confined Space Entry	29 CFR 1910.146(g)	Not specified	3 years
DOT Shippers of Hazardous Waste	DOT	3 years	3 years
Electrical Safety Work Practices	29 CFR 1910.332	Not specified	3 years
Emergency Action Plan	29 CFR 1910.38	Not specified	3 years
Fall Protection	29 CFR 1926.503	Not specified	3 years
First Aid	29 CFR 1910.151	Not specified	3 years
Forklift Operations	29 CFR 1910.178	Not specified	3 years
Hazard Communication	29 CFR 1910.1200	Not specified	3 years
Hazardous Waste Management	40 CFR 373-3.3	3 years beyond the date of last employment	Same
Hearing Conservation	29 CFR 1910.95	Not specified	3 years
Laser Safety	OSHA	Not specified	3 years
Lead Paint Inspector-Certification	EPA	3 years	3 years
Lockout/Tagout	29 CFR 1910.147	3 years	3 years
Oxygen-fuel gas welding and cutting	29 CFR 1910.253(a)(4)	Not specified	3 years
Personal Protective Equipment	29 CFR 1910.132	Not specified	3 years
Fire Extinguishers	29 CFR 1910.157	Not specified	3 years
Respirators	29 CFR 1910.134	Not specified	3 years

### Appendix C: Job Hazard Analysis (Template)

<b>Employee Name:</b>		<b>Date:</b>	<b>New:</b> <input type="checkbox"/> <b>or Revised:</b> <input type="checkbox"/>
<b>Employee Job Title:</b>		<b>Supervisor:</b>	
<b>Department:</b>		<b>Location:</b>	
<b>Sequence of Job Tasks</b>	<b>Potential Hazards</b>	<b>Recommended Actions (PPE)</b>	<b>Pictures</b>
1)			
2)			
3)			
4)			
5)			
6)			
<b>Comments and Recommendations:</b>			

## Appendix D: Occupational Safety and Health Trainings and Policies

DPS and OSHA PROGRAM TOPIC	STANDARD REFERENCE	REQUIRED FOR	Require Policy or Program	Initial Training	Annual Training	Periodic Training
Accident Prevention Signs/Tags	1910.145	All employees should be instructed that danger signs indicate immediate danger and that caution signs mean a possible hazard. Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures.		✓		✓
Asbestos Awareness Course	1910.1001	Maintenance/custodial operations who perform housekeeping operations in an area which contains ACM or PACM. General industry work.	✓	✓	✓	
Asbestos Inspector	OSHA 1926.1101; DHS 159; WI Stat Ch. 254	Initial certification for a person who determines the presence and location of, and assess the condition of, friable or nonfriable asbestos containing materials (ACM) or suspected ACM by visual examination and by collecting samples of the materials.	✓	✓	✓	
Asbestos Supervisor	OSHA 1926.1101; DHS 159; WI Stat Ch. 254	An employee trained and certified to determine the presence and location of, and assess the condition of friable or non-friable asbestos containing materials (ACM) or suspected ACM by visual examination and by collecting samples of the materials.	✓	✓	✓	
Asbestos Worker	OSHA 1926.1101; DHS 159; WI Stat Ch. 254	An employee trained and certified to perform asbestos abatement activities or under the direct supervision of a certified supervisor, including setting up containment, repairs, removal, encapsulation, loading out or disposal of asbestos containing materials from a building	✓	✓	✓	
Back Injury Prevention	Recommended					✓
Bloodborne Pathogens	1910.1030	Individuals with occupational exposure to blood or other potentially infectious materials.	✓	✓	✓	
Compressed Gas	SPS 332.25; 1910.101	Individuals who handle and work with compressed gas cylinders.		✓		✓
Confined Space Program	SPS 332.28(permit required); SPS 332.29; 1910.146	Employees who work in confined spaces.	✓	✓		✓



Driver Safety- 12/15 Passenger Vans	State of WI, DOA and UWSA	All drivers of 12/15 passenger vans.	✓			✓
Driver- Defensive Driving	Recommended	Drivers on University business.				✓
Electrical Safety Plan	1910.332	Employees who face a risk of electric shock and/or who work on or near energized parts. <b>NOTE:</b> The degree of training and frequency provided shall be determined by the risk to the employee and their qualification.	✓	✓		✓
Emergency Action Plan	1910.38	All employees.	✓	✓		✓
Ergonomic Work Practices	General Duty Clause 5(a)(1)	As applicable to address issues concerning ergonomics in the workplace.	✓			
Fall Protection- General Maintenance	1910.23, 1910 Supart D	Individuals exposed to unprotected falls greater than four feet and those who would be required to wear fall protection equipment.	✓	✓		✓
Fall Protection- Construction Activities	1926.503	Individuals involved in construction activities exposed to falls greater than six feet. Those that would be required to wear fall protection equipment.	✓	✓		✓
Fire Extinguishers	1910.157	Employees where the employer has provided fire extinguishers for employee use in the workplace.	✓	✓	✓	
First Aid/CPR/AED	SPS 332.30; 1910.151	Designated employees adequately trained to render first aid.		✓		As required by certification
Flammable/Combustible Liquids	1910.106	Flammable liquid station operators and other applicable employees who work with flammable liquid tanks.		✓		✓
Fume Hood Ventilation	SPS 332.24; 1910.94	Lab fume hoods shall be operated and maintained in accordance with standards.				
General Requirements (OSHA)	SPS 332.21; 1910.22; 1926.201	Note: See ch. SPS 332.21;1910.22; and 1926.201 for requirements.				
Hazard Communication (GHS)	1910.1200	Employees who are exposed to hazardous substances.	✓	✓		✓
Hazardous Material (DOT)	49 CFR 172.704	Individuals involved in the shipment or receiving of hazardous materials in transit through a carrier in commerce.	✓	✓		Refresher every three years
Hazardous Waste Management	EPA, WDNR (NR 664)	Employees involved in the generation, accumulation, storage, spill response, handling, labeling, shipping, or management of any hazardous waste.	✓	✓	✓	
Hazardous Waste Operations and Emergency Response (HAZWOPER)	1910.120	Employees who work at a hazardous waste site (generator), and who may come to the spill incident first even if not involved in clean-up.	✓	✓	✓	
Hearing Conservation Program (Occupational Noise Exposure)	1910.95	Employees exposed to noise at or above an 8-hr time-weighted avg of 85 decibels.	✓	✓	✓	
Hotwork (cutting/welding) Program	1910.252-255	Employees welding, cutting, brazing, supervisors, and fire watchers.	✓	✓		✓

Laboratory Safety Program	1910.145 & Chemical Hygiene Plan	Employees that work with hazardous chemicals in lab settings. This also includes Students working in laboratories with potential exposure to chemicals in the lab.	✓	✓		✓
Ladder: Fixed	SPS 332.23; 1910.27	Employees who work on ladders.		✓		✓
Ladder: Portable	SPS 332.22; 1910.25;1910.26	Employees who work on ladders.		✓		✓
Ladders and Stairways	1926.106			✓		✓
Lead Awareness	1910.1025	Employees who are subject to exposure to airborne lead at or above the action level or for whom the possibility of skin or eye irritation exists.	✓	✓	✓	
Liquified Petroleum Gases (LPG)	1910.110	Employees performing installation, removal operation, and maintenance work shall be properly trained in such functions.		✓		✓
Lockout/Tagout	1910.147	Employees who are "Authorized Employees" to perform LOTO and "Affected Employees" who are in contact with LOTO equipment.	✓	✓		✓
Machine Safeguarding Program	SPS 332.33; 1910.212	Employees who work with machines and employees in the immediate area.	✓	✓		✓
Powered Platforms, Manlifts, Aerial Lifts, Bucket Lifts, etc.	1910.66, 1910.67, 1910.68	Employees who operate powered platforms, manlifts, aerial lifts, bucket lifts, etc.	✓	✓		✓
Personal Protective Equipment (PPE)	1910.132	All employees required to wear any personal protection equipment. (NOTE: certain types of PPE have specific training requirements, i.e. respirators).	✓	✓		✓
Powered Industrial Truck Program (Forklift)	1910.178	Forklift operators. Retrain every three years, when employee operates unsafely, has an accident or near miss, is assigned to drive a different kind of truck or changes in the workplace conditions that could affect safe operations.	✓	✓		Refresher every 3 yrs or as determined by 1910.178(l)(4)
Radiation (Ionizing) Safety	1910.1096; NRC 10 CFR 19.12;DHS 157	Employees working in or frequenting any portion of a radiation area.	✓	✓	✓	
Radiation Workers		Employees who receive, possess, use or transfer material licensed by the Nuclear Regulatory Commission.	✓	✓		✓
Recording and Reporting Occupational Injuries and Illnesses	SPS 332.205; 1904	All employees.		✓		
Respiratory Protection	1910.134	Employees wearing an air purifying respirator, supplied air respirator, or self-contained breathing apparatus.	✓	✓	✓	
Rim Wheels: Servicing of multi-piece and single-piece	1910.177	Employees who service rim wheels.		✓		✓
Safety and Health Program	SPS 332.203	Each employer shall develop and implement a safety and health program that describes the procedures, methods, processes and practices used to manage workplace safety and health. The program shall include elements	✓			

		for hazard identification and assessment, hazard prevention and control, and information and training.				
Scaffolding	1926.454	Employees who are expected to use scaffolding as part of their job duties.		✓		✓
Silica: Respirable Crystalline Silica	1910.153	Employees exposed to respirable crystalline silica as part of their job duties.	✓	✓		
Slip, Trip, and Fall Prevention	Recommended					✓
Spray Finishing using Flammable and Combustible Materials	SPS 332.26; 1910.107	Note: See chs. SPS 361 to 366 and their incorporated standards, such as the International Building Code[ and International Fire Code[, for building-design requirements relating to spray rooms, spraying spaces, and spray booths.		✓		✓
Trailer Towing	<a href="#">Department of Administration: Trailer Towing Guidelines</a>					
Woodworking machinery requirements	SPS 332.34; 1910.213	Note: See ch. SPS 332.34 and 1910.23 for requirements.				

**NOTES:**

1. The above are minimal training. This list does not encompass all safety training topics
2. The term periodic training generally means refresher training that is needed when job procedures/policy, equipment, processes, chemicals, hazards, duties, responsibilities, or other aspects affecting the safety of the job/employee change or it is determined employees are deficient in the understanding/skill level required for the job and thus employees must be updated. Periodic training may also be requested by the supervisor or directed by management.
3. It is mandatory that all training be documented. Documentation should include: name of course, content, instructor, date, and signature of attendees.
4. Annual refresher training that is required annually (or as stated frequency) per the listed standard is done in order to maintain the understanding/skill level required by most performance-based standards
5. Recommended training, such as ergonomics, should be conducted periodically to help reduce injuries and increase efficiency.
6. Supervisors are responsible for ensuring their employees are trained in all applicable topics and for maintaining training documentation for their employees.

**REFERENCES:**

- <http://doa.wi.gov/Divisions/enterprise-operations/bureau-of-state-risk-management/safety-and-loss-control-program>
- [https://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/326\\_360/332](https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/326_360/332)
- <http://www.uwsp.edu/rmgt/Documents/ehs/Operations%20Review%20and%20Audit%20on%20OHS%20Training%20for%20UW%20System%20Employees.pdf>