**Safety Training**

**Type:** Procedure

**Category:** Health and Safety

**Department:** Risk Management

**Primary Contact:**

**Contact Email:**

**Responsible Executive Authority:** Vice President, College Services

**Purpose:** The purpose of this policy is to improve employee safety.

**Narrative:**

In order to help Department managers comply with Lane’s Safety Training Policy and OSHA regulations related to safety training, this procedure provides the following checklists.

* Checklist of required safety trainings for general office employees (LINK)
* Checklist of required safety trainings for Science employees (LINK)
* Checklist of required safety trainings for Facilities, Advanced Tech, Art and other shop area employees (LINK)

Department managers should complete a checklist for each employee to ensure that all safety trainings are completed for each employee in the department. Department managers should not rely solely on the above checklists but should understand OSHA training requirements for employees in their work areas. The checklists are provided in an editable format and may be edited to better match the training requirements of each work unit or individual employee.

R**elated Policies, Procedures, and References:**

Link to Safety Training Policy

OSHA Laws and Regulations (<https://www.osha.gov/law-regs.html> )

Training Requirements in OSHA Standards ( <https://www.osha.gov/Publications/osha2254.pdf> )