

H. A&IP ORIENTATION AND TRAINING

General safety and health orientation is required and provided by Human Resources for all new employees, including temporary employees, within two weeks of their appointment date. New employees, as well as those changing jobs or responsibilities, also receive job specific safety orientation before beginning their assigned duties. Supervisors are responsible to see to it that new employees receive training on safety procedures that apply to their work areas and tasks.

New employee safety orientation includes information on the following areas:

- Safety Coordinator, safety staff, and Safety Committee contact information (Safety Suggestion Form)
- Substance Abuse Awareness and Prevention policies and information
- Employee assistance programs
- Wellness programs, including information on the commonwealth's Get Healthy Initiative
- Workers' Compensation Information and Rights
- Designated Health Care Providers list: to find a Designated Health Care Provider in your county, copy & paste this URL into your Internet browser's address bar - <http://homsinc.net/fsodata.aspx#section>
- Reporting injuries and accidents
- Safety Policy Statement
- Employee Safety Suggestion Program
- General safety rules, employee responsibilities and enforcement methods
- Hazardous Substances and Community and Right to Know Policy (MD 505.27)
- First Aid/CPR Providers, First Aid Kits and Medical Emergency Procedures (911 for Capitol Police)
- Emergency Notification and Evacuation Procedures (exits, fires, bomb threats) (MD 205.38)
- Commonwealth and Agency Bloodborne Pathogens Policies (MD 505-26)

Employees receive periodic and as needed safety training on a continual basis to enhance their knowledge, skills, attitudes and motivations concerning safety policies and procedures. Supervisors ensure employees are educated on worksite or hazard specific safety procedures by utilizing various methods such as safety talks, hands-on training, formal certification training and pre-work meetings or inspections. The safety training provided to existing employees is based on several factors including agency/commonwealth policy, type of operations or work environments and hazard exposure. Workplace safety inspections, employee safety suggestions, accident investigations, injury analysis and program evaluations are also used to aid in the determination of training needs and effectiveness of the training provided.

Safety training and education provided to all employees includes the following:

- Office safety
- Emergency evacuation / preparedness
- Right-to-Know
- Back injury prevention
- Office workstation / general ergonomics
- General safety rules and enforcement procedures

- Accident reporting and investigation procedures
- Indoor air quality
- Mold awareness
- Substance abuse awareness.

Specific safety training provided to employees due to their responsibilities or the hazards associated with the nature of the work / worksite includes the following:

- Safety Committee member training
- Building evacuation team members
- First aid / CPR / AED
- Bloodborne pathogen cleanup / disposal
- Personal protective equipment
- Lockout / tagout
- Confined space entry
- Fire prevention
- Fall prevention
- Safe/defensive driving
- Powered industrial trucks
- Equipment / machinery operation
- Job safety analysis
- Asbestos
- Lead

All training records, including attendance rosters and curriculums, are maintained for a minimum of three fiscal years in a manner consistent with the way the agency keeps other training records. Some records for mandatory training are kept indefinitely. All such records are maintained by the Safety Coordinator, except those for which DGS' Human Resources Bureau is responsible.