

## Standards of Practice Manager's EH&S Training Needs Assessment

<b>Employee Name:</b>	<b>Department:</b>
<b>PI/Manager/Area Supervisor:</b>	<b>Date:</b>

**Purpose:** It is important to train employees on the potential EH&S hazards they may be exposed to in the course of their work. This is especially important when onboarding a College of Agriculture (COA) new employee and at any time when an employee's job duties change, possibly exposing them to new risks within their workplace.

**Scope:** All K-State COA new employees and employees whose job duties have changed need to participate in EH&S training based on the risks they encounter in their workplace.

**Deliverable:** After you have checked the box(s) that apply, return this document to your supervisor.

**Consequences of Deviation:** Not knowing what the acceptable safe work practices are or not following them when working in an office, lab or on a field site exposes the employee and possibly others to a greater risk of injury and damage to the environment.

<input checked="" type="checkbox"/>	<b>Hazard Assessment (The EH&amp;S Office and the Departmental EH&amp;S Coordinator will facilitate this process.)</b>
<input type="checkbox"/>	1. <b>Risk Assessment:</b> Assess the hazard(s), specifically work practices and the work conditions
<input type="checkbox"/>	2. <b>Job-Specific Risk Assessments:</b> Job Safety Analysis (JSA) <input type="checkbox"/> ; Personal Protective Equipment (PPE) <input type="checkbox"/>
<input type="checkbox"/>	3. <b>Risk Priority:</b> Rank the hazards based on individuals exposed, likelihood of occurrence, severity, etc.
<input type="checkbox"/>	4. <b>Risk Mitigation:</b> Actions focused on eliminating or reducing the risk
<input checked="" type="checkbox"/>	<b>Laboratory/Chemical Safety</b>
<input type="checkbox"/>	5. <b>Lab Setting:</b> Use hazardous materials in the laboratory (this includes oils, solvents, paints, gases, etc.)
<input type="checkbox"/>	6. <b>Non-Lab Setting:</b> Use hazardous materials in a workplace other than a laboratory (field sites, shops, etc.)
<input type="checkbox"/>	7. <b>Waste Management:</b> Generate hazardous waste in the course of work
<input type="checkbox"/>	8. <b>Ship or Transport:</b> Prepare to ship or transport any quantity of hazardous materials
<input type="checkbox"/>	9. <b>Pesticide Use:</b> Use or supervise those that use agricultural pesticides
<input type="checkbox"/>	10. <b>Maintenance or Service:</b> Enter laboratory to maintain or service equipment
<input type="checkbox"/>	11. <b>Emergency Response:</b> Train in spill clean-up procedures
<input checked="" type="checkbox"/>	<b>Biological Safety and Bloodborne Pathogens</b>
<input type="checkbox"/>	12. <b>Bloodborne Pathogens:</b> Risk of exposure to blood and bodily fluids
<input type="checkbox"/>	13. <b>BSL Containment:</b> Use or supervise a laboratory requiring containment: BSL1 <input type="checkbox"/> ; BSL2 <input type="checkbox"/> ; BSL3 <input type="checkbox"/>
<input type="checkbox"/>	14. <b>Select Agents:</b> Work with select agents
<input type="checkbox"/>	15. <b>Sharps:</b> Use and disposal in approved sharps containers
<input type="checkbox"/>	16. <b>Maintenance or Service:</b> Enter BSL1, BSL2, or BSL3 laboratory to maintain or service equipment
<input checked="" type="checkbox"/>	<b>Animal Handling</b>
<input type="checkbox"/>	17. <b>Animal Behavior:</b> Understand behavior to avoid accidents
<input type="checkbox"/>	18. <b>Animal Handling:</b> Come in physical contact with any animal species and their bedding or holding areas
<input type="checkbox"/>	19. <b>Asthma and Allergies:</b> Risk of exposure to danger, fur, body waste and saliva
<input type="checkbox"/>	20. <b>Work Conditions:</b> Ventilation, traction, proper access for animals and people, escape routes for handlers
<input checked="" type="checkbox"/>	<b>Motorized Equipment</b>
<input type="checkbox"/>	21. <b>Mobile Aerial Lifts:</b> Operate a mobile aerial lift, scissor lift, boom lift, etc.
<input type="checkbox"/>	22. <b>Forklift:</b> Operate a forklift, battery powered pallet jack, or other material handling equipment
<input type="checkbox"/>	23. <b>Skid-Steer Loader:</b> Operate a skid-steer loader
<input type="checkbox"/>	24. <b>ATV Vehicles:</b> Operate an ATV vehicle
<input type="checkbox"/>	25. <b>Agricultural Equipment:</b> Operate a tractor, combine, backhoe, baler, farm truck, mower, etc.
<input type="checkbox"/>	26. <b>Unmanned Aerial Vehicles (UAV):</b> Use of UAVs in the conduct of work

## Standards of Practice

### Manager's EH&S Training Needs Assessment

<input checked="" type="checkbox"/>	<b>Specialized Tasks</b>
<input type="checkbox"/>	27. <b>Excavation:</b> Trenching (digging below four feet below grade)
<input type="checkbox"/>	28. <b>Fall Protection:</b> Work or supervise those that perform elevated work greater than four feet above work area surface
<input type="checkbox"/>	29. <b>Confined Space:</b> Entry or supervise those who work in confined spaces, e.g., tanks, grain bins, animal waste areas
<input type="checkbox"/>	30. <b>Hot Work:</b> Weld, cut or solder with a torch, braze, or grind
<input type="checkbox"/>	31. <b>Ladder Work:</b> Use or supervise those who work on portable ladders
<input type="checkbox"/>	32. <b>Lock and Tag Out:</b> LOTO hazardous energy sources
<input type="checkbox"/>	33. <b>Electrical Safety:</b> Exposure to electrical hazards
<input type="checkbox"/>	34. <b>Power Tool Safety:</b> Use or supervise the use of electrical powered tools
<input type="checkbox"/>	35. <b>Machine Guarding:</b> Use or supervise the use of industrial equipment
<input type="checkbox"/>	36. <b>Compressed Gases:</b> Work with or use compressed gases
<input type="checkbox"/>	37. <b>Asbestos:</b> Conduct work that could disturb asbestos containing materials
<input type="checkbox"/>	38. <b>Fume Hood:</b> Conduct work in a chemical fume hood
<input type="checkbox"/>	39. <b>Fire Extinguisher:</b> Use portable fire extinguisher for incipient fires
<input type="checkbox"/>	40. <b>Human Factors:</b> Tools and equipment are ergonomically designed to conform to the worker
<input checked="" type="checkbox"/>	<b>Personal Safety</b>
<input type="checkbox"/>	41. <b>Eye Protection:</b> The potential for chemical splash or airborne materials requires the use of goggles
<input type="checkbox"/>	42. <b>Hearing Protection:</b> Work in an environment with excessive noise greater than 85dBA TWA
<input type="checkbox"/>	43. <b>Respirators:</b> Airborne work exposure requires the use of a respirator (N95, half-face, PAPR, etc.)
<input type="checkbox"/>	44. <b>Gloves:</b> Work exposure requires the use of gloves selected based on their correct type and protection level
<input type="checkbox"/>	45. <b>Head:</b> Work requires the use hard hats or bump caps
<input type="checkbox"/>	46. <b>Coveralls:</b> Work requires the donning of chemical resistive coveralls
<input type="checkbox"/>	47. <b>Foot:</b> Work requires the wearing of protective shoes or chemical resistive boots
<input type="checkbox"/>	48. <b>Medical Surveillance:</b> Medically cleared to wear a respirator in a hazardous work environment
<input checked="" type="checkbox"/>	<b>Physical Demand Criteria</b>
<input type="checkbox"/>	49. <b>Work Acclimatization:</b> Adapt to the new job physical demands and environmental conditions
<input type="checkbox"/>	50. <b>Lifting, Carrying, Pushing, and Pulling:</b> Light (10-20 lbs.) <input type="checkbox"/> ; Medium (25-50 lbs.) <input type="checkbox"/> ; Heavy (50-100 lbs.) <input type="checkbox"/>
<input type="checkbox"/>	51. <b>Thermal Stress:</b> Work in environments where high heat or cold is present
<input type="checkbox"/>	52. <b>Elevated Work:</b> Climb and work at elevation
<input type="checkbox"/>	53. <b>Computer Use:</b> Use a computer or other activity requiring a high degree of repetitive motion
<input type="checkbox"/>	54. <b>Vehicles:</b> Use of state-owned vehicles
<input checked="" type="checkbox"/>	<b>Environmental</b>
<input type="checkbox"/>	55. <b>Spill Prevention and Countermeasure Plan (SPCC):</b> Responsibilities related to the storage of fuels/oils
<input type="checkbox"/>	56. <b>Pollution Collection Devices (Bag Houses/Dust Collectors):</b> Taking opacity readings
<input type="checkbox"/>	57. <b>Waste Management:</b> Manage the disposal of hazardous waste
<input checked="" type="checkbox"/>	<b>Radiation Safety</b>
<input type="checkbox"/>	58. <b>Gauge User:</b> Work with gauges that have a radioactive source
<input type="checkbox"/>	59. <b>Radiation Safety:</b> Work with radioactive materials
<input type="checkbox"/>	60. <b>X-Ray Safety:</b> Work with X-Ray producing devices