

# Student Training Plan

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY  
STRATEGIC ENTERPRISE RISK MANAGEMENT

Revised 09/16/2020

## Policy

Environmental Health and Safety training shall conform to the requirements defined in CSU Executive Order No. 1039.

Student training is required for all classes, labs, research activities, technical work areas, and campus-sponsored extracurricular activities (i.e. student clubs and organizations) classified by EH&S as a Tier 1 elevated hazard level. Comparable training requirements exist for employees, including Student Assistants.

*NOTE: Student Assistants should complete required employee training which may vary slightly from required student training. Contact EH&S at (909) 869-4697 or [ehs@cpp.edu](mailto:ehs@cpp.edu) for more info.*  
Employee Safety Training Dashboard: [CSU Sum Total Log In](#)

## Hazard Classification Tiers

Hazard exposure is quantified by EH&S in two primary tiers which is used to quantify risk and determine when specialized safety training may be applicable. The following is a general overview of the different classification tiers used to determine the applicability of relevant student safety training.

- **Tier 1-** Activities involving the use of hazardous materials, chemicals, and/or equipment. This category includes all University learning operations both within and outside a classroom or laboratory, including those that generate or accumulate hazardous waste streams.
- **Tier 2-** Activities that occur only within a classroom environment and does not involve the use of hazardous materials, chemicals, waste and/or equipment that may result in a serious injury as defined by [8 CCR 3202](#).

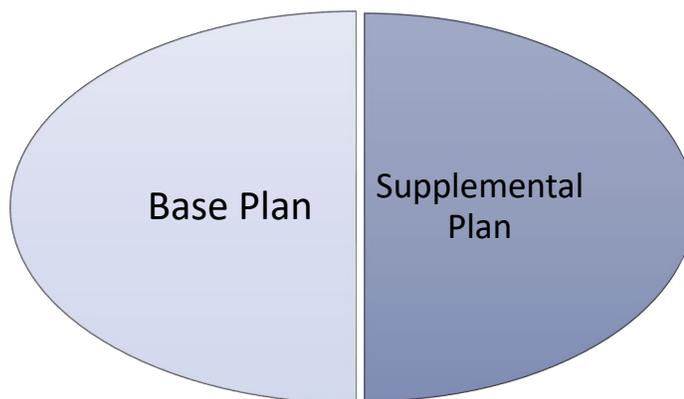
## Record Retention

Student training records shall be maintained by the hosting College and/or department as applicable, determined by the Dean or department head. Training records shall be maintained for a period of three (3) years with the exception to hazardous waste training shall be maintained for three (3) years following departure from the campus.

## Training Plans

Training plans are categorized based on hazard assessments and hazard exposure to implement supplemental training topics based on exposure. All training plans are based on a base plan and a supplemental plan.

- **Base Plan**- general safety training that applies to all learning plans
- **Supplemental Plan**- covers hazard-specific training more relevant to the work being performed. Additional site-specific training on standard operating procedures (SOP's) or unique equipment can vary from one area to another and must be identified by the PI through a hazard assessment. Below is a high-level overview of the different supplemental training plans. Custom plans may be developed as needed.



*Figure 1: Training plans are comprised of a base plan and a supplemental plan. Together, they are designed to provide specific training content relative to hazards in the classroom to help ensure a safe learning environment for students.*

- **Biomedical**- Provides supplemental training related to biological exposure within laboratory environments.
- **Driving**- Supplemental courses to address hazards associated with driving on campus, State business, travel etc.
- **Fall Protection**- Provides training related to fall positioning, fall arrest systems, fall protection, elevated work platforms, scaffolding and ladders.
- **Laboratory Safety**- provides an overview of laboratory safety and training related to common hazards associated with laboratory work.
- **Lasers**- Supplemental courses unique to laser-related projects.
- **Radiation Generating Equipment**- Supplemental training unique to radiation generating equipment such as X-ray diffraction, bone density and similar equipment.
- **Radioactive Materials**- Supplemental training to address hazards associated with radioactive materials exposure including sealed and unsealed sources of radiation.
- **Shop Safety**- Addresses hazards associated to shop environments such as model shops, wood shops, etc.

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*Base Learning Plan*

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A **base learning plan** is applicable to all training groups within this training plan.

Assigned Training Topics:

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

<b>Topic</b>	<b>Frequency</b>
<a href="#">Injury Illness Prevention</a>	Annual
<a href="#">Hazard Communication</a>	Annual
<a href="#">Emergency Procedures Overview</a>	Annual
<a href="#">Fire Safety</a>	Annual

## SUPPLEMENTAL PLAN

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### *Biomedical*

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Assigned Training Topics:

The following topics should be assigned to any students working in lab environments involving the use of biological materials or medical waste.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

Topic	Frequency
<a href="#">Bloodborne Pathogens (Awareness)</a>	Annual
<a href="#">Medical Waste</a>	Annual
<a href="#">Biosafety Level 1 (BSL1)</a>	Annual
<a href="#">Biosafety Cabinets</a>	Annual
<a href="#">CSU Lab Safety</a>	Annual

Recommended Departments

- Biochemistry
- Biological Sciences
- Physics

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### *Driving*

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Assigned Training Topics:

The following topics should be assigned to any students who will be driving State vehicles or State-owned equipment. Please note that drivers must also complete a DMV Pull Notification as well as volunteer form with Strategic Enterprise Risk Management (SERM)

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

<b>Topic</b>	<b>Frequency</b>
<a href="#">Defensive Driving Fundamentals</a>	Every 4 years
<a href="#">Powered Carts</a>	Every 4 years
<a href="#">Distracted Driving</a>	Initial
<a href="#">Utility Trailer Training*</a>	Every 4 years

\*Only if applicable

#### Recommended Departments

- Facilities Management
- Engineering
- Rose Float
- Agriculture
- Geology

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*Fall Protection*

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Assigned Training Topics:

The following topics should be assigned to any students who will be working at elevations in excess of 4 feet, on ladders, elevated work platforms, scaffolding or man lifts. Please note that driving requirements may be necessary for students operating lift equipment.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

Topic	Frequency
<a href="#">Fall Protection</a>	Annual
<a href="#">Slips, Trips and Falls</a>	Annually
<a href="#">Scaffolding and Ladder Safety</a>	Annually
<a href="#">Scissor Lifts*</a>	Annually

\*Only if applicable

Recommended Departments

- Facilities Management
- Engineering
- Rose Float

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*Laboratory Safety*

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Assigned Training Topics:

The following topics should be assigned to any students working in lab environments involving the use of chemicals and/or hazardous materials.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

Topic	Frequency
<a href="#">CSU Lab Safety</a>	Annual

<a href="#">Hazardous Waste Generator</a>	Annual
<a href="#">Compressed Gas Safety</a>	Annual
<a href="#">Safety Data Sheets</a>	Annual

Recommended Departments

- Chemistry
- Biological Sciences
- Geological Sciences
- Physics
- Chemical Materials Engineering
- Civil Engineering (Water Lab)
- Human Food and Nutrition Lab
- Animal Veterinary Sciences
- Animal Health Sciences
- Plant and Soil Sciences
- Art Department
- Landscape Architecture

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*Lasers Safety*

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- Assigned Training Topics:
- The following topics should be assigned to any students who will be working with lasers. Please note that radiation safety training may also be applicable depending on the class of laser.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

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Topic	Frequency
<a href="#">Lasers Safety</a>	Annual

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*Radiation Generating Equipment (Ionizing Radiation)*

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Assigned Training Topics:

The following topics should be assigned to any students working in lab environments involving the use of radiation generating equipment, such as X-ray machines, X-ray diffraction, crystallography devices or soil density gauges.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

Topic	Frequency
<a href="#">Radiation Safety</a>	Annual
<a href="#">Non-Ionizing Radiation Safety</a>	Annual
<a href="#">CSU Lab Safety</a>	Annual

Recommended Departments

- Chemistry
- Biochemistry
- Biological Sciences
- Physics
- Kinesiology
- Engineering
- Landscape Architecture
- Agriculture
- Animal Veterinary Sciences

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*Radioactive Materials*

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Assigned Training Topics:

The following topics should be assigned to any students working in lab environments involving the use of radioactive materials such as sealed sources, unsealed isotopes, and dispersible material.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

Topic	Frequency
<a href="#">Radiation Safety</a>	Annual
<a href="#">Radioactive Material Users</a>	Annual
<a href="#">CSU Lab Safety</a>	Annual

#### Recommended Departments

- Chemistry
- Biochemistry
- Biological Sciences
- Physics

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### *Shop Safety*

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#### Assigned Training Topics:

The following topics should be assigned to any students working in shop environments involving the use of power tools, hand tools, welding, or chemicals.

**Step 1:** Students will need to log-in to the student training portal.

<https://ds.calstate.edu/?svc=skillsoftstudent>

**Step 2:** Once logged in, students can use the links below to the specific courses identified below.

Topic	Frequency
<a href="#">CSU Shop Safety</a>	Annual
<a href="#">Hazardous Waste Generator</a>	Annual
<a href="#">Machine Guarding</a>	Annual
<a href="#">Compressed Gas Safety</a>	Annual
<a href="#">Welding</a>	Annual
<a href="#">Hand and Power Tools</a>	Annual
<a href="#">Safety Data Sheets</a>	Annual
<a href="#">Respiratory Protection</a>	Annual

#### Recommended Departments

- Rose Float
- Engineering
- Architecture
- Physics

- Environmental Design
- Wood/Model Shops

### Training Delivery:

Training shall be delivered electronically via the Skillsoft Student Training Portal with the following exceptions:

- Training materials developed by EH&S to be delivered through alternative means such as instructor lead trainings, third-party software, Blackboard, or hard copies provided to students via faculty.
- Training materials developed by faculty members and or department staff that has been reviewed by EH&S and approved prior to implementation to ensure congruence to regulatory standards.

### Tracking and Monitoring:

Student training completion shall be monitored by the department to ensure completion within a reasonable timeframe. To receive credit for training completion, students shall submit certificates of completion to their faculty member or assigned teaching assistant who will ensure certificates for all assigned training is submitted.

Methods of monitoring training completion include but are not limited to the following:

- Assignments in the course Blackboard organization
- Manual checklists or sign-in sheets