

H. A&IP ORIENTATION AND TRAINING

A general safety orientation email is provided by the Fire, Safety, and Environmental Division or designee for all new employees, including temporary employees, within two weeks of their start 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 for new employees to receive training on safety procedures that apply to their work areas and tasks. Employees are expected to attend training as required and adhere to safe work practices.

New employee safety orientation includes information on the following areas:

- Safety Coordinator, safety staff, and Safety Committee contact information
- Industrial hygiene concern procedures
- Industrial health services, such as wellness programs, including information on the commonwealth's Get Healthy Initiative and employee assistance programs
- Workers' compensation information and rights
- Designated Health Care providers list
- Reporting injuries and accidents
- Safety policy statement
- Employee safety suggestion or Near-Miss Form
- General safety rules, employee responsibilities and enforcement methods
- Hazardous substances/[Worker 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 \(exits, fires, bomb threats\) \(MD 205.38\)](#)

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, incident 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 employees may include the following:

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

- Indoor air quality
- Substance abuse awareness

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

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

All training records, including attendance rosters and curriculums, are maintained for a minimum of three fiscal years. All such records are maintained by the Safety Coordinator, except those for which Human Resources is responsible.

This element is reviewed annually by the Safety Coordinator or designee; changes are made as necessary. The review is documented and maintained on file for the current fiscal year and previous two.