

# Training Needs Assessment for EHS-Related Topics

(Revised 2/18)

This table includes minimal formal training requirements mandated by applicable regulation. Additional training topics may be appropriate based on unique department, task, or employee needs. The EHS Virtual Manual provides supplementary written materials on many EHS-related topics.

Red font in the center column indicates that training is available from EHS. All training is web-based and available instructor-led unless otherwise noted. Blue font indicates that the training is conducted by an entity external to UNL (generally because regulations require an “authorized” trainer). In all cases, EHS general training must be supplemented with job/task specific training by the supervisor or designee. EHS is available to provide assistance upon request.

\* Regardless of the frequency listed, re-training is always required when: new hazards are introduced; procedure, process, or equipment changes render previous training incomplete or obsolete; observation indicates that the employee has not retained the requisite skill or knowledge from previous training efforts.

BASIC SAFETY TRAINING		
Do you receive a paycheck from UNL (regardless of whether you are a student worker or full/part time employee)?	<ul style="list-style-type: none"> <li>• Core - Injury and Illness Prevention Plan (IIPP)</li> <li>• Core - Emergency Preparedness</li> </ul>	<b>REQUIRED TRAINING*</b> <i>Upon initial employment at UNL</i>
Do you intend to voluntarily use a fire extinguisher should you find yourself in a small fire situation?	<b>Fire Extinguisher Training</b>	<b>REQUIRED TRAINING*</b> <i>Prior to attempting to use a fire extinguisher</i>
Do you know what actions can be taken to reduce the risk of electrical injuries and incidents such as fire?	<b>General Electrical Safety Awareness Training</b>	<b>RECOMMENDED TRAINING</b> <i>Upon initial assignment</i>
Do you use portable ladders?	<b>Portable Ladder Safety Training</b>	<b>RECOMMENDED TRAINING</b> <i>Upon initial assignment</i>
BIOSAFETY		
Do you work with biological agents at Biosafety Level 1 or higher containment?	<b>Biosafety 101</b> (This course should be completed AFTER taking the course titled Biosafety Research Compliance)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you work with biological agents at Biosafety Level 2 or higher containment?	<b>Biosafety 201</b> (This course should be completed AFTER taking the courses titled Biosafety Research Compliance, followed by Biosafety 101)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>

<p>Are you at risk of exposure to human blood or other potentially infectious body fluids, human cell lines, tissues or organs, or do you work in an HIV/HBV laboratory?</p>	<p><b>Bloodborne Pathogen (BBP) Training</b> (Targeted training for employees in certain UNL operations, e.g. Custodial Services, Housing Custodial Operations, Housing Dining Services, is available in lieu of this training. Refer to the <b>Targeted Training</b> section of this matrix. )</p>	<p><b>REQUIRED TRAINING*</b> <i>Upon initial assignment to at-risk tasks and annually thereafter</i></p>
<p>Do you work with biological materials subject to UNL's Biosafety Guidelines, such as recombinant or synthetic nucleic acid molecules; human/animal/plant pathogens including toxins of biological origin; human blood or other potentially infectious materials; human and non-human primate cells and organ/tissue cultures; Select Agents and Toxins, genetically modified animals and plants; field collection or sampling of wild animals?</p>	<p><b>Biosafety Research Compliance</b></p>	<p><b>REQUIRED TRAINING*</b> <i>Prior to initiating research</i></p>
<p>Do you work with select agents?</p>	<p><b>Select Agent Training</b> (Instructor-led only)</p>	<p><b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i></p>
<p>Do you operate an autoclave or prepare materials to be autoclaved?</p>	<p><b>Autoclave Operation Training</b></p>	<p><b>RECOMMENDED TRAINING</b> <i>Upon initial assignment</i></p>
<p><b>ENVIRONMENTAL</b></p>		
<p>Do you have responsibilities related to storage of fuels/oils at the Agricultural Research &amp; Development Center (ARDC), Utility Plants, Transportation Services, Tractor Test Laboratory, or East Stadium emergency generator?</p>	<p><b>Spill Prevention Control and Countermeasures (SPCC) Training</b></p>	<p><b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i></p>
<p>Do you operate boilers, generators, or incinerators?</p>	<p>Persons taking opacity readings must be familiar with EPA (Environmental Protection Agency) Method 22 <b>Consult EHS for options to meet the training requirement</b></p>	<p><b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i></p>

<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>		
Do you conduct tasks that could disturb asbestos containing materials if conducted improperly? (i.e., custodial operations, building maintenance, construction/demolition, etc.)	<b>Asbestos Awareness Training</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>
Are you assigned work that involves cleaning up, repairing, removing, or other disturbance of asbestos containing materials?	<b>Asbestos Training (authorized trainer external to EHS; level commensurate with assigned duties)</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>
Do you work with chemicals, particularly in a laboratory?	<b>Chemical Hazard Assessment &amp; Risk Minimization</b>	<b>RECOMMENDED TRAINING</b> <i>Prior to initiation of all chemical manipulations</i>
Do you work with potentially hazardous chemicals or are you assigned tasks that could potentially expose you to hazardous chemicals	<b>Chemical Safety (4 units)</b> (Targeted training for employees in certain UNL operations, e.g. Custodial Services, Housing Custodial Operations, Housing Dining Services, Maintenance Operations, Visual & Performing Arts, is available in lieu of this training. Refer to the <b>Targeted Training</b> section of this matrix.	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment to tasks with potential exposure to hazardous chemicals</i>
Could you encounter confined spaces in the course of your work (spaces not intended for human occupancy and that have a limited means of entry/egress, such as silos, pits, vaults, tanks, etc.)?	<b>Confined Space Awareness Training</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you work at elevated heights, other than use of ladders?	<b>Fall Protection Training</b> <b>Consult EHS on training options.</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you work in an environment with excessive noise (exposure to noise greater than 85 dB over an 8-hour time-weighted average)?	<b>Hearing Conservation Training</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>

Do you work in a laboratory (e.g., physics, engineering, chemistry, biological sciences, etc.)?	Access the list of previous laboratory safety colloquium presentations and review those applicable to your specific work <a href="http://ehs.unl.edu/training/Colloquium">http://ehs.unl.edu/training/Colloquium</a>	<b>RECOMMENDED TRAINING</b> <i>Upon initial assignment (Note: Additional topics are added biannually)</i>
Do you repair, inspect, adjust, install, service, or clean machinery or equipment that is not energized solely with a cord and plug?	<b>Lockout/Tagout (LO/TO) for Machines and Equipment Training</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you operate a mobile aerial lift (i.e., Genie, scissor lift, boom lift, etc.)?	<b>Mobile Aerial Lift Training</b>	<b>REQUIRED TRAINING</b> <i>Upon initial assignment</i>
Do you select/provide/use Personal Protective Equipment (PPE) (e.g., hard hats, protective shoes, gloves, eyewear, face shields, outer garments, etc.)?	<b>Personal Protective Equipment (PPE) Training</b> (Web-based or supervisor provided)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment to position requiring hazard assessment/selection/use of PPE</i>
Do you operate a forklift or Powered Industrial Truck (PIT)?	<b>Powered Industrial Truck Training</b> (Web-based - Part 1 only, operator performance conducted on site)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and operator performance evaluation every three years thereafter</i>
Are you required to use a respirator to protect against airborne contaminants?	<b>Respiratory Protection Training</b> (Instructor-led only)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>
<b>RADIATION SAFETY</b>		
Do you work with gauges that have a radioactive source?	<b>Gauge User Training</b> <b>Consult EHS for options to meet the training requirement.</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>
Do you work with radioactive materials?	<b>Radiation Safety Basic Training</b> (Instructor-led only)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>
Do you work with X-ray producing devices?	<b>X-Ray Safety Training</b> (Instructor-led only)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and annual refresher thereafter</i>

<b>TARGETED (For specific worker-types)</b>		
Do you work for Custodial Services, Housing, or Nebraska Unions and perform tasks where it has been determined you are at risk of exposure to human blood or other potentially infectious body fluids?	<b>Bloodborne Pathogens for Custodial Services, Housing and Nebraska Unions</b> (This course to be taken instead of the EHS Bloodborne Pathogens BBP training listed under Biosafety)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment to at-risk tasks and annual refresher thereafter</i>
Do you work for UNL Custodial Services?	<b>Custodial Services: Chemical and General Safety</b> (This course to be taken instead of the EHS Chemical Safety Training 4 Units)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you prepare and/or ship packages that contain hazardous materials or dangerous goods (e.g., dry ice, chemicals, patient (human or animal) specimens, biological substances, etc.?)	<b>DOT/IATA Training</b> <b>Consult EHS regarding specific training course requirements.</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment and every three years thereafter (web-based or instructor-led)</i>
Do you work for UNL Housing Custodial Operations?	<b>Housing Custodial Operations: Chemical and General Safety</b> (This course is to be taken instead of the EHS Chemical Safety 4 Units)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you work for UNL Housing Dining Services?	<b>Housing Dining Services: Chemical, Equipment and General Safety</b> (This course is to be taken instead of the EHS Chemical Safety 4 Units)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you work for UNL Maintenance Operations?	<b>Maintenance Operations: Chemical and General Safety</b> (This course is to be taken instead of the EHS Chemical Safety 4 Units) <b>AND</b> <b>Electrical Safety for BSM Workers</b>	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Are you engaged in the visual or performing arts and work with chemicals and/or other hazards likely to be encountered?	<b>Visual &amp; Performing Arts: Chemical and General Safety Training</b> (This course is in lieu of the EHS Chemical Safety 4 Units)	<b>REQUIRED TRAINING*</b> <i>Upon initial assignment</i>
Do you work with Class 3B or 4 Lasers in a research laboratory setting?	<b>Laser Safety General Awareness Training</b>	<b>RECOMMENDED TRAINING</b>