

# **TRAINING PROGRAM**

Environmental Health & Safety/Risk Management

ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT

TRAINING PROGRAM DESCRIPTION

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
PURPOSE.....	2
SCOPE.....	2
RESPONSIBILITIES .....	2
PRECAUTIONS / LIMITATIONS .....	2
PROCEDURE .....	3
IMPLEMENTATION.....	3
TRAINING REQUIREMENTS.....	3
Training Requirements for Individuals Based on Job Duties .....	3
Contractor Training Requirements .....	4
Exemptions .....	4
RETENTION / RECORDS .....	4
REFERENCES.....	4
ATTACHMENT 1 .....	5
SAFETY TRAINING NEEDS ANALYSIS REQUEST FORM.....	5
ATTACHMENT 2.....	6
REGULATORY SAFETY TRAINING COURSES.....	6

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## ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT

### TRAINING PROGRAM DESCRIPTION

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#### PURPOSE

The purpose of the Environmental, Health & Safety (EH&S/RM) Training Program Description (TPD) is to establish the training requirements for initial and continuing training for PCCD personnel and provide a systematic process for implementation.

The EH&S/RM Training Program provides employees with the knowledge necessary to perform assigned job functions per applicable occupational safety and health standards and requirements (Reference Attachment 2).

#### SCOPE

**Required Training** is designed to train the general college population, i.e. Executive Administration, Senior Administration, Administration Association, Faculty, CAST, Classified, Temporary, Student employees, and Volunteers with the regulatory required training necessary for individuals working at the Palomar Community College District locations.

**Specialized Worker Safety Training** is comprised of various courses and topics to ensure compliance with District and regulatory commitments, and to ensure the appropriate level of training to safely perform job functions.

#### RESPONSIBILITIES

1. The Manager, Environmental, Health & Safety/Risk Management (EH&S/RM), is responsible for implementing the Safety Training Program. **EH&S/RM** is responsible for:
  - Providing technical review for all safety and environmental classrooms, web-based training, and vendor safety lessons developed and implemented as part of this training program.
  - Tracking and reviewing regulatory requirement changes for an impacted training program.
2. Palomar College Administrators and CAST members, or administrative and supervisory designees appointed by administrators and CAST members, are responsible for determining the training needs of employees under their supervision based upon the requirements listed in Attachment 1, Safety Training Needs Analysis Request Form, and when new job assignments warrant additional training.
  - Determination of training needs is documented using Attachment 1, Safety Training Needs Analysis Request Form.
  - Administrators and Supervisors are responsible for ensuring that employees under their supervision complete assigned safety training.
  - Palomar administrative and supervisory personnel are responsible for scheduling new personnel within their division/work group for training and requalification training required by this procedure.
3. Human Resource Services will assist with the delivery of various EH&S/RM online training. Human Resource Services is the administrator for all employee data used to offer training in the Palomar Professional Purposeful Development (P3D) portal.
4. Palomar Community College Safety & Security Committee Team is responsible for identifying safety needs and could recommend training for PCCD employees.
5. PCCD Personnel are responsible for completing assigned training and maintaining awareness of their re-qualification requirements.

#### PRECAUTIONS / LIMITATIONS

Employees SHALL NOT perform job functions for which they have not completed safety training requirements.

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## ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT

### TRAINING PROGRAM DESCRIPTION

---

#### **PROCEDURE**

All EH&S/RM exams, including questions built into courses, will be administered through the Palomar Purposeful Professional Development (P3D) Portal. The P3D Portal, combined with the use of the Keenan SafeColleges learning database, provides PCCD employees with a comprehensive, web-based training solution with legally compliant courses developed by content experts on a variety of topics in a multimedia (audio/video) format. The Environmental and Health modules contain over 50 training courses on developing and maintaining a safe and healthy working and learning environment. In addition to the training available in Keenan SafeColleges, PCCD can develop and upload its own training to the P3D Portal. Training can be assigned to individual employees or specific, appropriate groups of employees. Participation can be designated as either mandatory or optional. The P3D Portal provides a customizable reporting system to track employees' completion of training.

#### **IMPLEMENTATION**

1. New Hire Orientation for new PCCD employees is provided in accordance with General Employee Training.
2. Specialized Worker Safety Training is required to perform specific functions associated with individual job responsibilities. Specialized Worker Safety Training is identified by the responsible supervisor or designee for individuals who need training to perform certain functions.
3. Required EH&S/RM training must be completed before an employee is assigned a task requiring that specific training.
4. Employees are required to sign an acknowledgement document (Attachment 1) that, at the time of hire, the District notified them of EH&S/RM trainings that are relevant to their assigned responsibilities to ensure their safety and reduce liability to the District in the performance of their duties.

#### **TRAINING REQUIREMENTS**

1. Specialized Worker Safety Training is required to perform specific functions associated with individual job responsibilities. Specialized Worker Training is required by the assigned supervisor for individuals who need training to perform certain functions.
2. An assessment of training needs SHALL be completed when a new employee is hired or reports to PCCD for work (on a permanent or temporary basis) or a change in job duties/assignment is warranted.
3. The assessment shall be documented on the Safety Training Needs Analysis Request Form (Attachment 1), which lists all available safety training topics.
4. If an employee is in an occupation covered by an accredited Training Program Description (TPD) that contains requirements for safety training, then the accredited TPD requirements should be met in addition to the requirements of this procedure.

#### **Training Requirements for Individuals Based on Job Duties**

1. Employee training is based on position or job duties and mandated by regulatory agencies or PCCD requirements, as identified in Attachment 1, and shall be completed in a timely manner.
2. The Administrator or Supervisor, or administrative or supervisory designee, assigns the training requirements for each job assignment.
3. Retraining requirements for mandatory training are listed in Attachment 2. Required retraining, either periodically or when triggered by a change in the applicable program, individual job duties, or a change in the expected risk, shall be performed in a timely manner.

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**ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT**  
**TRAINING PROGRAM DESCRIPTION**

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4. Classroom/Computer-Based Training/Laboratory training and evaluations include:
  - Written and/or computer-based examinations
  - Practical exercises
5. Individuals who do not complete retraining before the expiration date SHALL have their transcript, on the P3D Portal, depict a past due training, and may continue to receive notices of a past due training until its completion.
6. Individuals who complete their required safety training after it expires may have their qualifications restored.

**Contractor Training Requirements**

Contractor personnel shall be trained by their employer, or per the applicable contract between their employer and PCCD in areas of Occupational Safety and Health. Contractor training programs/courses should be provided to the EH&S/RM designee for review. All identified safety training should be completed before contractor personnel are allowed to begin work.

**Exemptions**

PCCD may accept the training of individuals who have been subject to another training program that meets the requirements of this procedure and who have either had initial or refresher training or have successfully passed a comprehensive examination.

**RETENTION / RECORDS**

The records of individuals participating in the EH&S/RM Training Program shall be maintained in the P3D Portal electronic training database, unless otherwise specified in an approved procedure.

**REFERENCES**

- Title 8 of the California Code of Regulations (CalOSHA)
- 29CFR Occupational Safety & Health Administration (OSHA)

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**ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT**  
**TRAINING PROGRAM DESCRIPTION**

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**ATTACHMENT 1****SAFETY TRAINING NEEDS ANALYSIS REQUEST FORM**

Employee Name	Last	First	MI
Employee Job Classification	Email	Work #	
Supervisor's Name (Print)	Email	Work #	

**SUPERVISORS**

Complete a Safety Training Needs Analysis Request Form for all new PCCD employees or employees who have assumed new job responsibilities. Assign additional training based on an assessment of the employee's work location and job assignment. Mark applicable courses on the Regulatory Safety Training Courses sheet (Attachment 2) with an "X" to adjust employee training requirements based on your evaluation. Advise the employee that you will be assigning the training through PCCD P3D Portal.

\_\_\_\_\_  
Supervisor Signature\_\_\_\_\_  
Date**EMPLOYEES**

Provide this form to your supervisor to complete and mark an "X" next to the applicable course(s) that may be needed to perform your essential job duties. Your supervisor will assign the training through Palomar's P3D Portal.

I, \_\_\_\_\_, employee of PCCD, acknowledge the receipt of the Safety Training Needs Analysis Request Form.

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date

## ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT

### TRAINING PROGRAM DESCRIPTION

#### ATTACHMENT 2

#### REGULATORY SAFETY TRAINING COURSES

Check Here "X"	Mandated Course	Governing Agency	Regulation	Frequency
	Asbestos Awareness - 2 hour	OSHA/EPA Cal/OSHA	AHERA 1529, 5208	Initial + Annual With exposure
	Asbestos Awareness – 1 hour	Cal/OSHA	5208	Initial + Annual for those performing housekeeping operations in areas with ACM or PACM
	Accident Investigation	Cal/OSHA	3203(a)(7)	Initial for those performing investigations
	Bloodborne Pathogen Exposure Prevention	Cal/OSHA	5193	Initial + Annual With exposure
	Bullying Recognition & Response CA AB 2291	California Dept of Education (CDE) Cal Ed Code	AB 2291 32283.5	Initial
	Civil Rights in Food Service: Admin	U.S. Dept of Ag (USDA)	Title VI of Civil Rights Act of 1964, Code of Regulations, Part 80	Initial + Annual
	Civil Rights in Food Service: Frontline	U.S. Dept of Ag (USDA)	Title VI of Civil Rights Act of 1964, Code of Regulations, Part 80	Initial + Annual
	Concussion Awareness: Athletics	CA Interscholastic Federation (CIF) Cal Ed Code California Community College Athletic Association (CCCCAA)	Bylaw 22.B.9 49032 and 35279.1 Bylaw 9.6 and 9.6.5	Initial + every 2 years Coaches
	Confined Space Awareness	Cal/OSHA	5156 - 5158	Initial + updates Affected Employees
	Electrical Safety Awareness	Cal/OSHA OSHA NFPA	2299-2989 1910.332, 1910.335 NFPA 70E	Qualified and Unqualified person Initial + changes to NFPA70E at least every 3 years and new equipment, new duties, or failed inspection
	Fall Protection Awareness	Cal/OSHA	1671.1	Initial Affected Employees
	Fire Extinguisher Safety	Cal/OSHA	6151	Initial if FE provided
	Fire Prevention Planning for Schools	Cal/OSHA	3221	Initial Exposed Employees
	Food Safety Kitchen Sanitation	OSHA	OSHA / 1910.141 - Sanitation	Initial + Annual
	Food Service: Equipment- Safe Use	Cal/OSHA	CAL/OSHA CCR 1510	Initial + Annual
	Food Service: Equipment- Sanitation	US FDA	US Food & Drug Administration. [Code of Federal Regulations] [Title 21, Volume 2] [Revised as of April 1, 2018] [CTE: 21CFR110]	Initial + Annual
	Foodborne Illnesses	US FDA	FDA - Food Safety Modernization Act. 21 USC 2201. Public Law 111-353 - JAN. 4, 2011	Initial + Annual
	HACCP - Hazard Analysis and Critical Control Points	California Dept of Education (CDE)	Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 104- 265)	Initial + Annual
	Hazard Communications GHS	Cal/OSHA	5194	Initial + product/process change

## ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT

### TRAINING PROGRAM DESCRIPTION

Check Here "X"	Mandated Course	Governing Agency	Regulation	Frequency
	Hearing Loss Prevention	Cal/OSHA	5097, 5098, 5099	Initial + Annual
	Heat Illness Prevention in Student Athletes	CIF Cal Ed Code	Bylaw 22 B.9 35179.1 (amended by AB 2800)	Initial + Coaches every 2 years
	Heat Illness Prevention - Outdoor	Cal/OSHA	3395	Initial
	Heat Illness Prevention - Indoor	Cal/OSHA	New Section	Initial
	Human Trafficking Awareness CA AB 1227	California Dept of Education (CDE) Cal Ed Code	Human Trafficking Prevention Education and Training Act (AB 1227) 51934	Initial
	Injury and Illness Prevention Plan - IIPP	Cal/OSHA	3203, 1509	Initial + plan update or new hazard All Employees
	Infectious Disease Prevention Training	Cal/OSHA	3205 thru 3205.3	Initial + policy change, new hazard All Employees
	Integrated Pest Management	Healthy Schools Act Dept. of Pesticide Mgmt.	Ed Code 17608-17614 & 48980.3 Food and Ag Code 12996-13188 Business & Profession Code 8593.2 H & S Code 1596.794 and 1596.845	Initial + Annual for users
	Integrated Pest (Germ) Management for Teachers & Office Staff	Healthy Schools Act Dept. of Pesticide Mgmt.	Ed Code 17608-17614 & 48980.3  Food and Ag. Code 12996, 12999.4, 13181-13183, 13186.5 and 13187  Business & Professions Code 8593.2 H & S Code 1596.794 and 1596.845	Initial + Annual for users
	Lead Safety Awareness	OSHA Cal/OSHA	29 CFR 1910.1025 5198	Initial + Annual for employees exposed to lead at or above the Action level
	Lockout/Tagout: Energy Release	Cal/OSHA	3314	Initial + updates Authorized Employees
	Managing Hazardous Waste	Cal EPA - Dept of Toxic Substances Control (DTSC) and Local CUPA	Small quantity generator 40 CFR 262.34(d)(5)(iii). Large quantity generator 40 CFR 262.34(d)(5)(iii) and Title 22 CCR 66265.16.	Initial based on waste generation
	Mandated Reporter: Child Abuse and Neglect CA AB 1432	California Dept. of Education (CDE) Cal Ed Code Penal Code	AB 1432 44691 11165.7	Initial + Annual within the first 6 weeks
	Mandated Reporter Child Care CA AB 1207	California Dept. of Education (CDE)	AB 1207	Initial + every 2 years for Licensed Child Care
	Medication Administration: Epinephrine Auto Injectors (EPI)	California Dept of Education (CDE) Cal Ed Code 49414	SB738 SB1266	Initial + Annual for those who volunteer to administer EPI injections
	New Hire Orientation	Cal/OSHA	3203	Initial



## ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT

### TRAINING PROGRAM DESCRIPTION

Check Here "X"	Mandated Course	Governing Agency	Regulation	Frequency
	Nutrition Basics	U.S. Dept of Ag (USDA)	U.S. Department of Health and Human Services and the U.S. Department of Agriculture. 2015.  2015–2020 Dietary Guidelines for Americans. 8th ed. Washington, DC: U.S. Department of Health and Human Services and the U.S. Department of Agriculture.	Initial + Annual
	Office Ergonomics	Cal/OSHA	5110	Initial + Affected Employees if the regulation is triggered
	Opioid Overdose Response Awareness	California Dept of Education (CDE) Cal Ed Code CDPH	AB 1748, 49414.3 (K12), NDP application (CCDs) CDPH Standing Order	Initial + Annual for those distributing and administering Narcan
	Personal Protective Equipment (PPE)	Cal/OSHA	3380	Initial for PPE user
	Respirable Crystalline SILICA	Cal/OSHA	5204, 5515, 1532.3	Initial + Annual for users
	Respiratory Protection Awareness	Cal/OSHA	5144	Initial + Annual for users
	Safety Data Sheets	Cal/OSHA	5194	Initial + product/process change or new hazard
	School Meal Compliance	U.S. Dept of Ag (USDA)	U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 01-2011 (Revised); Title 7, Code of Federal Regulations sections 210.21(c,f), 215.14a(c,d), 220.16(c,e)	Initial + Annual
	Science Lab Chemical Spills	Cal/OSHA	5191	Initial product/process change or new hazard
	Science Lab Safety	Cal/OSHA	5191	Initial + product/process change or new hazard
	Sexual Harassment: Policy & Prevention CA AB 1825: Supervisory	Fair Employment/Housing Act	AB 1825	Initial + every 2 years
	Sexual Harassment Prevention: CA SB 1343: Non-Supervisory	Fair Employment/Housing Act	SB 1343	Initial + every 2 years
	Sudden Cardiac Arrest: Athletes	CIF Cal Ed Code	Bylaw 22.B.9 and 503 33479 - 33479.9	Initial + Coaches every 2 years
	Suicide Prevention	California Dept of Education (CDE)  Cal Ed Code	215 (amended by AB 1767)	Initial
	Supervisor Role in Safety	Cal/OSHA	3203	Initial + plan changes or new hazard
	Trenching and Excavation Safety	Cal/OSHA	1541	Initial + Annual Competent Person
	Welding, Cutting, and Brazing Safety	Cal/OSHA  OSHA	5150 Ventilation Train per Hazard Communication Standard 5194  29 CFR 1910.332	Initial + product/process change or new hazard

## SUMMARY OF CHANGES

Author: Derrick Johnson Phone: x3677 Location: MO-102

Date of Revision	Description of Change/Comments	Reviewer(s)	Step, Section, Attachment or Page
December 13, 2013	Date procedure was completed	See Below	
February 19, 2015	Made a change to the description of how <b>Human Resource Services</b> supports EH&S/RM trainings.	See Below	Page 2 – Responsibilities Section
March 05, 2015	Added Defensive Driving	See Below	Page 7 – Attachment 1
April 11, 2025	Word-smithed and reformatted the whole document.	Derrick Johnson and Victoria de la Torre	Whole document
April 30, 2025	Replaced the Training Requirement table with a Keenan <i>SafeColleges Training</i> – Vector Solutions table.	Victoria de la Torre	Page 9 – 13
May 2, 2025	Removed sentence: Providing technical review for all environmental classrooms, web-based training (WBT), and vendor safety lessons developed and implemented as part of this training program.	Victoria de la Torre	Page 2
	Added “environmental” to the first bullet point of Responsibilities.	Victoria de la Torre	Page 2
	Replaced “Keenan SafeColleges” with “Palomar Purposeful Professional Development (P3D) Portal” under the Responsibilities section.	Victoria de la Torre	Page 3
July 3, 2025	Removed sections: <ul style="list-style-type: none"> <li>• Precautions/Limitations</li> <li>• Prerequisites/Initial Conditions</li> </ul>	Victoria de la Torre	Page 3

Document Reviewers:	Name:
Analyst, Environmental Health & Safety	Allison Tyra <u><i>atb</i></u> <small>Allison Tyra (Jul 14, 2025 15:44 PDT)</small>
<b>Approvers:</b>	
Manager, Environmental Health & Safety	Derrick Johnson <i>Derrick Johnson</i>