

# **UNIVERSITY OF WISCONSIN - LA CROSSE**

## **Occupational/Environmental Health and Safety Employee Training and Documentation Program**

### **OVERVIEW**

Occupational/environmental health and safety training protects and preserves UW-L's greatest asset: our people.

Supervisors occupy key roles in protecting this asset by promoting and maintaining a safe and healthful work environment for their staff. Supervisors must demonstrate that they are genuinely concerned and insist that good safety, health and environmental practices are followed at all times. This training and documentation program is one tool to assist supervisors in achieving this expectation.

This document will assist supervisors with identifying, scheduling, completing and documenting employee training needs. The majority of courses will be conducted on the internet, through PureSafety's Learning and Safety Management System (LSMS). Several courses require face-to-face and/or hands-on training due to training course content. Throughout this process, UW-L's Environmental Health and Occupational Safety (EH&S) office will provide assistance and/or guidance with meeting training needs.

The procedures outlined in this document are intended to provide supervisors guidance with completing employee training. Through using this document each supervisor can implement a complete training program that is consistent with department specific needs and regulatory mandates.

Please note that classroom training primarily enhances awareness. The true test comes on the job site, when employees and supervisors visibly and verbally demonstrate their knowledge. All employees and supervisors are encouraged to promote safety, health and environmental protection into their daily work, as well as providing positive words that encourage their co-workers when poor practices are witnessed.

### **TRAINING AND DOCUMENTATION PROCESS**

All UW-L departments with facility service staff are encouraged to use PureSafety's online administrative tools and the forms provided by the EH&S office.

A model for completing training follows.

1. Each supervisor determines training needs for their employees for the proceeding 12-month or longer period. At their discretion, supervisors are encouraged to acquire employee input in selecting optional courses. Supervisors may desire to complete course assignment at the same time and during the same 12-month calendar cycle used to complete Individual Development Plans (IDP's). Training courses are described in the [Training Course Synopsis](#).
2. The supervisor provides the completed [Training Plan](#) for their employees to [EH&S](#). Future updates can be submitted on-line through the [Training Roster Updates](#) link. The Training Plan and future updates are completed by inserting the course key code in the column titled Enroll Trainee in Identified Courses in the correct row following each employee name. The course key code is included in the [Training Course Synopsis](#) or the summary [Course Key Code](#). The supervisor should identify a due date for completing all courses. The due date should coincide with the end of the review cycle selected for the IDP. EH&S will insert the Training Plan for each employee into PureSafety's LSMS (<http://lsms.puresafety.com/>).
3. Each supervisor will be provided administrative rights, for their employee's, in PureSafety's LSMS. The supervisor can use their administrative rights to review course completion, course test scores and a host of other metrics. Detailed metrics are not available for courses not offered on-line through PureSafety. For instance, initial Bloodborne Pathogens training is conducted by EH&S. Upon completion, EH&S will insert the assignment completion date into PureSafety's LSMS. Supervisors should provide [EH&S](#) the course title, completion date and employee name for every training course they desire to be recorded through PureSafety's LSMS.
4. A copy of the employee PureSafety's LSMS training completion record should be submitted to Human Resources on an annual basis with the employee's IDP.

## **ADDITIONAL INFORMATION**

- PureSafety's LSMS is accessible for supervisors and employees at (<http://lsms.puresafety.com/>). Each person granted access to the system must enter the following information.

Company Name: **uwlc**

User Name: Same as UW-L NetID Username = first letter of your first name followed by your full last name. In cases of duplicate names -- the NetID will be the first letter of the first name, followed by the last name, then followed by a unique one digit number based on how many duplicates for that username exist.

Password: System passwords and general use procedures will be emailed to each employee on enrollment. Personnel not remembering their password can request a password reset at [EH&S](#) or by calling 785-6800.

- Supervisors or staff requiring instruction on using administrative or user functions of PureSafety should contact [EH&S](#) or call 785-6800.
- Computers used for PureSafety courses must meet minimum hardware and software requirements. Free plug-in software can be downloaded by entering the View Minimum Requirements link at (<http://lsms.puresafety.com/>). Contact your supervisor or computer administrator if you are not able to complete updates.
- Supervisors should inform EH&S of staffing changes within their units. Reported changes will result in adjustments to personnel records within PureSafety's LSMS. New employees will receive an e-mail with instructions on accessing and using the LSMS. This process can be conducted on-line through selection of the [Training Roster Updates](#) link.
- PureSafety offers a comprehensive library of 700+ online courses covering all aspects of EH&S compliance and a variety of other topics. Course synopses are available at the [PureSafety Course Library](#). Supervisors desiring to add courses to UW-L's course library should contact [EH&S](#) or call 785-6800.

This document is intended to improve the planning, organization, implementation, and documentation of environmental/occupational health and safety training at UW-L.

Any questions or recommendations to enhance this document or training process should be directed to [EH&S](#) or by calling 785-6800.