

E-3b(2)      PROCEDURE   Safety Training

Regular and temporary employees with an FTE status equal to or greater than 0.75 must complete, on an annual basis, three (3) safety training activities, one of which must be the review of the Safety Management Plan and completion of the Safety quiz.

Safety training is highly recommended for part-time regular employees with an FTE status of less than 0.75.

Employees must enter their safety training activities into the WebAdvisor leave system for approval by the employee's immediate supervisor.

The Human Resources Division and Professional Development Office will have the responsibility to track the completion of safety activities.

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Adopted Date: 11/16/2010