
































## UNI's Supervisor Handbook

As a supervisor, you are responsible for establishing a culture of safety and ensuring a safe work environment for your employees. An integral component is to start with their training. Please ensure that you and your employees have knowledge of the following programs that apply to you. EHS will assist in determining job hazards and coordinate the required trainings. Contact EHS with any questions.

### UNI Training Matrix

These are minimum training requirements at the beginning of your employment and your supervisor or department may have additional training requirements. This does not take the place of on-the-job training.

Training	Frequency
 Aerial & Scissor Lift	Annually
 Asbestos Management Program	Annually
 Biosafety Program	Annually
 Bloodborne Pathogen Program	Annually
 Chemical Hygiene Program	Annually
 Confined Space Program	Annually
 Construction Area Access Program	Annually
 Electrical Safety	Annually
 Ergonomics & Back/Lifty Safety	Annually
 Emergency Operation Plan	Annually
 Fall Protection	Annually
 Fire Prevention Plan	Annually
 Fire Protection Impairment Program	Annually
 Forklift Operator Program	Every 3 Years
 Fume Hood Program	Annually/Every 3 years
 Hazard Communication	Annually
 Hazard Waste Manual	Annually/Every 3 years

Training	Frequency
 Hot Work Program	Annually
 Laser Safety	Annually
 Lockout/Tagout	Annually
 Natural Gas & Odor Reporting	Annually
 Open Flame	Annually
 Personal Protective Equipment	Annually
 Radiation Generating Equipment	Annually
 Respirable Crystalline Silica	Annually
 Restricted Access & Limited Communication	Annually
 Respiratory Protection Program	Annually
 Roof Access Program	Annually
 Heat Related Illness	Annually
 Cold Related Stress	Annually
 Ladder Safety	Annually
 Power Tool Safety	Annually
 Winter Walking Safety	Annually
 Machine Guard Safety	Annually

## Aerial & Scissor Lifts

- If you or your employees operate an aerial lift or scissor lift, you need to be informed of the content that follows OSHA 1910.67.
  - Ensure that a pre-use visual inspection before utilizing any lift and an annual inspection by a person qualified as a mechanic is completed.
- Training – annually
  - Authorized: required for any employee who operates a lift
  - Workday Learning: [EHS – Aerial & Scissor Lift Training](#)

## Asbestos Management Program

- This plan addresses any operation involving potential or actual disturbance of materials that contain asbestos and follow OSHA 1910.1001 Asbestos standard.
  - UNI employees do not handle any asbestos or perform any asbestos abatement
- Training
  - Awareness of Asbestos – annually
  - Workday Learning: [EHS – Asbestos Management Training](#)
- Link to program
  - <https://risk.uni.edu/asbestos-management-program>

## Biosafety Program

- If you or your employees work with biohazardous materials, ensure you understand and comply with this program.
  - Comply and train employees on your standard operating procedures
- Training – annually
  - Coordinate with EHS
- Link to program
  - <https://risk.uni.edu/biosafety-program>

## Bloodborne Pathogen Program

- If you or your employees are responsible for handling or are exposed to blood or bodily fluids, or receive First Aid/CPR training, ensure you understand the Bloodborne Pathogen Standard (OSHA 1910.1030), have an Exposure Control Plan and the proper training.
  - Make sure that the Hepatitis B vaccine is offered to employees, at no cost to them, who have received authorized training. Hepatitis B Immunization form is required to be completed and securely filed whether they consent or decline the vaccine.
- Training - annually
  - Authorized: required for individuals cleaning up bloodborne pathogens
    - Workday Learning: [EHS – Authorized Bloodborne Pathogen Training](#)
    - Can also utilize other training programs like the Red Cross.

- Awareness: for individuals who could work in an environment around bloodborne pathogens but aren't responsible for handling or cleaning it up.
  - Workday Learning: [EHS – Awareness Bloodborne Pathogen Training](#)
- Link to program
  - <https://risk.uni.edu/bloodborne-pathogen-program>

## **Chemical Hygiene Program (Laboratory and Studio Chemical Safety Program)**

- If you or your employees work involves the use of hazardous chemicals or materials in laboratory or studio facilities, ensure that you are familiar with this program that is mandated in OSHA 1910.1450.
  - Establish procedures, practices, and guidelines for working with hazardous chemicals or materials
  - For those who are responsible for the support of the task
- Training
  - Depending on hazardous materials – annually or every 3 years
  - Laboratory Management Plan – annually
  - Coordinate with EHS
- Link to program
  - <https://risk.uni.edu/laboratory-and-studio-chemical-safety-program>

## **Confined Space Program**

- If you or your employees enter, attend or supervise confined space, or “permit-required confined space” (PRCS) entry work, you need to be well-versed in confined space requirements and ensure compliance with the requirements of this program that follows OSHA 1910.146 and the proper training has been taken.
  - Confined Space – has to have all 3
    1. Large enough to bodily enter
    2. Limited or restricted means of entry or exit
    3. Not designed for continuous human occupancy
  - Permit-Required Confined Space – may have one or more
    1. Hazardous atmosphere (capable to cause serious or life-threatening injury)
    2. Materials that may engulf an entrant
    3. Dangerous internal configuration which could entrap or asphyxiate an entrant (sloping floors, converging walls)
    4. Any other serious safety or health hazard
- Training – annually
  - Authorized: for anyone who is classified as an entrant, attendant or supervisor for confined space work
  - Workday Learning: [EHS – Confined Space Training](#)
- Link to program
  - <https://risk.uni.edu/permit-required-confined-space-program>

## Construction Area Access Program

- If you or your employees need to access an area labeled as a Construction Area, contact the Lead Facilities Management Employee before accessing the area in order to learn about any hazards and complete any training that might be needed prior to accessing the area.
- Training
  - Before employee accesses a Construction Area
  - Coordinate with FM or EHS
- Link to program
  - <https://risk.uni.edu/construction-area-access-program>

## Electrical Safety

- If you or your employees are responsible for performing tasks that deal with electrical systems that have the potential to injure the employee by electric shock, arc flash or arc blast, ensure that they have the required training, NFPA 70E, other advanced electrical training as well as Lockout/Tagout Authorized training.
- If you or your employees don't perform tasks that deal with electrical components, but you use general appliances, ensure that large appliances like microwaves, coffee pots, refrigerators aren't plugged into extension cords and power strips and that they are plugged directly into a wall outlet. Don't plug a power strip into an extension cord or another power strip.
- Training
  - NFPA 70E: every 3 years
  - LOTO Authorized: annually
  - Awareness: annually
  - Workday Learning: [EHS – General Employee Safety Training](#)
- Link to program
  - <https://risk.uni.edu/electrical-safety-program>

## Ergonomics & Back/Lifting Safety

- Fit the person to the task. Avoid repetitive motions and long stationary postures. Perform frequent stretching if needed.
  - Keep everything in easy reach
  - Work at proper heights and in good posture
  - Reduce excessive forces and minimize direct pressure
- Training
  - Workday Learning: [EHS – General Employee Safety Training](#)
  - Toolbox Talk - [Back/Lifting Safety](#)
- Link to resources
  - <https://risk.uni.edu/ergonomics>

## Emergency Operation Plan (EOP)

- Ensure that you and your employees are aware of the EOP and have a copy readily available to employees if they request it.
  - Know the evacuation routes and severe weather locations and what to do if an emergency occurs.
- Training
  - Review EOP with employee when employee starts their job
  - Workday Learning: [EHS – General Employee Safety Training](#)
- Link to EOP
  - <https://risk.uni.edu/emergency-operations-plan>

## Fall Protection

- If you or your employees have the potential to be exposed to a fall hazard of 4 ft or higher or utilize fall protection equipment, ensure that you are informed of the contents of this program that follows OSHA 1910 Subpart D and have the proper training.
  - Identify specific fall hazards that an employee could encounter and initial control measures that are discovered in their areas.
- Training - annually
  - Authorized: required for employees putting on fall protection equipment such as harnesses and lanyards.
    - Coordinate with EHS
  - Awareness: for employees who need to be aware of fall protection but not utilize the fall protection equipment.
    - Workday Learning: [EHS – Fall Protection Awareness Training](#)
- Link to program
  - <https://risk.uni.edu/fall-protection-program>

## Fire Prevention Plan

- Purpose is to eliminate the causes of fire and prevent loss of life and property by fire.
- Immediate and total evacuations is mandatory whenever a fire alarm is activated.
- Training
  - All employees should be informed of this policy upon starting employment including any fire hazards to which they are exposed and evacuation plans.
  - Workday Learning: [EHS – General Employee Safety Training](#)
  - Hands on fire extinguisher training is available for select job classifications – coordinate with EHS
- Link to Fire Prevention Plan
  - <https://risk.uni.edu/safety-resources/fire-prevention-plan>

## Fire Protection Impairment Program

- Whenever fire protection water supplies, sprinklers, fire pumps, or special protection equipment is impaired for any reason, the Director of Risk Management or his/her designee has to be notified.
- Training
  - Review the program with your employees annually to ensure they understand the procedure for reporting a fire impairment.
  - Coordinate with EHS
- Link to Fire Protection Impairment Program
  - <https://risk.uni.edu/fire-protection-impairment-program>

## Forklift Operator Program

- If you or your employees operate a forklift, you must be knowledgeable of the content of this program that follows OSHA 1910.178 and have the proper training.
  - Ensure that a pre-use visual inspection before utilizing any lift and an annual inspection by a person qualified as a mechanic.
- Training – every 3 years
  - Authorized: for anyone who will operate a sit-down counterbalanced forklift.
    - Classroom portion with exam & hands-on practical.
  - Coordinate with EHS
- Link to program
  - <https://risk.uni.edu/forklift-operator-safety-program>

## Fume Hood Program

- If you or your employees work in fume hoods or maintain fume hoods, you need to be aware of this program and follow its practices.
- Testing
  - Fume hood assessments performed annually
- Link to program
  - <https://risk.uni.edu/fume-hood-program>

## Hazard Communication

- If you or your employees are responsible for handling or working with hazardous chemicals or materials, ensure you understand and are following the UNI's Hazard Communication Program that follows OSHA Hazard Communication Standard (OSHA 1910.1200).
  - Ensure that employees are provided training prior to working with any hazardous chemicals and/or materials
  - Ensure an updated inventory is maintained and safety data sheet is readily available
    - <https://chimeracloud.org/sds/>
  - Keep up to date with proper container labeling

- Training
  - Before handling hazardous materials
  - Annually or every 3 years depending on situation
  - Workday Learning: [EHS – Hazard Communication Training](#)
- Link to program
  - <https://risk.uni.edu/hazard-communication-program>

## **Hazard Waste Manual**

- If you or your employees are responsible for handling or working with hazardous waste materials, ensure you review this manual for safe management and disposal of hazardous materials.
- Training
  - Before handling hazardous waste materials
  - Annually or every 3 years depending on situation
  - Workday Learning: [EHS – Hazardous Waste Training](#)
- Link to manual
  - <https://risk.uni.edu/hazardous-waste-management-manual>

## **Hot Work Program**

- The University of Northern Iowa has implemented a hot work management program to prevent hot work fires and explosions and mitigate hot work fires.
  - If any employee will be performing any type of hot work the Universities Hot Work program must be followed.
  - This program must also be followed by contractors
- Training
  - Review the procedure with your employees annually to ensure they understand the procedure.
  - Coordinate with EHS
- Link to Hot Work Program
  - <https://risk.uni.edu/fire-protection-impairment-program>

## **Laser Safety**

- If you or your employees utilize lasers, ensure you understand this program and are following all laser safety practices and utilizing the proper safety controls
- Training
  - Supervisors train their employees to follow program and manufacturer guidelines before use of lasers.
  - Coordinate with EHS
- Link to program
  - <https://risk.uni.edu/laser-safety-program>

## Lockout/Tagout (LOTO)

- If you or your employees service, maintain or modify equipment that has hazardous energy (e.g. electrical, hydraulic, pneumatic, mechanical, chemical, gravity, etc.) you need to be thoroughly aware of this program and how it applies to your employees' areas of responsibility. This program follows OSHA 1910.147.
  - You need to ensure employees are provided with sufficient locks, tags and lockout devices as well as ensure equipment specific LOTO procedures are developed, and those procedures are reviewed annually.
- Training – annually
  - Authorized: for employees locking out the equipment
    - Workday Learning: [EHS – Lockout/Tag Out Authorized Training](#)
  - Awareness: for employees affected by the lockout of equipment
    - Workday Learning: [EHS – Lockout/Tag Out Awareness Training](#)
- Link to program
  - <https://risk.uni.edu/lockouttagout>

## Natural Gas Odor Reporting Procedure

- This is for any employee who detects or suspects a natural gas odor on university property.
- Training – annually
  - Reviewing the procedure with your employees annually to ensure they understand what to do if they detect or suspect a natural gas odor.
  - Workday Learning: [EHS – General Employee Safety Training](#)
- Link for procedure
  - <https://risk.uni.edu/procedure-reporting-natural-gas-odors>

## Open Flame

- The use of an open flame is prohibited unless approved by the Safety Officer or designee. If you or your employee have the potential for using an open flame, ensure that an Open Flame Permit has been submitted.
- Training
  - At the beginning of employment reviews the Open Flame Program
  - Coordinate with EHS
- Link to Open Flame Permit
  - Program - <https://risk.uni.edu/use-pyrotechnic-open-flame-campus-support-guide>
  - Permit - <https://risk.uni.edu/open-flame-permits>



## Personal Protective Equipment (PPE)

- If you or your employees use Personal Protective Equipment “PPE” as a means of controlling exposure to workplace hazards, you need to be informed of this program that follows OSHA 1910 Subpart I and have the proper training.
  - Conduct PPE hazard assessments to identify the hazards associated with their given task and then provide the PPE to reduce the risk.
  - PPE encompasses a wide variety of devices including safety glasses, gloves, hearing protection, foot protection, etc.
- Training – annually
  - Authorized: train employees how to don, doff, adjust and wear PPE along with the proper care, maintenance, useful life and disposal of PPE.
  - Workday Learning: [EHS – Personal Protective Equipment Training](#)
- Link to program
  - <https://risk.uni.edu/personal-protective-equipment-program-university-wide>

## Radiation Generating Equipment

- If you or your employees utilize radiation emitting equipment, ensure you understand the requirements of this program and comply with understanding UNI’s Radiation Safety Manual.
- Training – annually
  - Coordinate with EHS
- Link to program and manual
  - <https://risk.uni.edu/radiation-generating-equipment-program>
  - <https://risk.uni.edu/radiation-safety-manual>

## Respirable Crystalline Silica (RCS)

- If you or your employees are performing work around disturbed respirable crystalline silica (RCS)-containing materials or products, whether in construction or other settings you need to be thoroughly aware of the RCS program requirements and ensure employees are properly trained.
  - UNI does not anticipate employee exposure levels to exceed the OSHA Action Level (AL) of 25 micrograms per cubic meter air, as an eight-hour work shift average (TWA<sub>8</sub>) or OSHA Permissible Exposure Limit (PEL) of 50 micrograms per cubic meter air-TWA<sub>8</sub>.
    - Any work involving such exposures is currently anticipated to be conducted by contractors. Such exposure levels require OSHA administrative measures.
- Training – annually
  - Awareness: to make employees aware of the hazards and to ensure that employees are not performing tasks with a foreseeable exposure to RCS at or above the action level.
  - Workday Learning: [EHS – Respirable Crystalline Silica Awareness Training](#)
- Link to program
  - <https://risk.uni.edu/respirable-crystalline-silica-program>

## Restricted Access and Limited Communication

- If you or your employees enter restricted access and limited communication areas, you are required to be knowledgeable of this program and follow the procedure for entry
- Training – annually
  - Workday Learning: [EHS – Restricted Access & Limited Communication](#)
- Link to program
  - <https://risk.uni.edu/restricted-access-and-limited-communication-program>

## Respiratory Protection Program

- If you or your employees work in areas in which the potential exposure to airborne contaminants requires the use of respirators, you need to be aware of this program that complies with OSHA 1910.134 and have proper training, medical clearance, and fit testing.
- Training – annually
  - Coordinate with EHS
- Link to program
  - <https://risk.uni.edu/respiratory-protection-program>

## Roof Access Program

- If you or your employees need to access roofs that are not for public use, ensure that you have knowledge of this program and follow the procedure for accessing the roof.
- Training – annually
  - Workday Learning: [EHS – Roof Access Training](#)
- Link to program
  - <https://risk.uni.edu/roof-access-program>

## Other trainings to be aware of:

### Chainsaw Safety

- [Toolbox Talk](#)

### Cold Related Stress

- [Toolbox Talk](#)
- Workday Learning: [EHS – General Employee Safety Training](#)

### Hearing Conservation

- [Toolbox Talk](#)

### Heat Related Illness

- [Toolbox Talk](#)
- [Heat Prevention Pamphlet](#)
- Workday Learning: [EHS – General Employee Safety Training](#)

## Knife Safety

- [Toolbox Talk](#)
- Workday learning: [EHS – Knife Safety Training](#)

## Ladder Safety

- [Toolbox Talk](#)
- Workday Learning: [EHS – General Employee Safety Training](#)

## Lifting and Rigging Safety

- [Toolbox Talk](#)

## Machine Guard Safety

- [Toolbox Talk](#)
- Workday Learning: [EHS – Machine Guard Training](#)

## Power Tool Safety

- [Toolbox Talk](#)
- Workday Learning: [EHS – General Employee Safety Training](#)

## Pruning Safety

- [Toolbox Talk](#)

## Tick Safety

- [Toolbox Talk](#)

## Winter Walking

- [Toolbox Talk](#)
- [Safe Walking Flyer](#)
- Workday Learning: [EHS – General Employee Safety Training](#)