



Training Policy

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1.0 Policy/Procedure

All employees will receive the proper training that is required for their specific job responsibilities. The Department Director will ensure that the mandates of specific training are met.

At the beginning of employment, each employee should become familiar with the County's safety policies. On the job training is the most effective method of setting efficient and safe work patterns for employees to follow.

To be effective, job training should include safety procedures (the recognition of/and how to avoid hazards) as an integral part of work methods.

- Appropriate safety training will be provided to each employee upon being hired and at least once a year or more at the Department Director's discretion thereafter in each following year. (Some training is required annually)
- Specialized or formal training will be provided for employees, such as maintenance workers, law enforcement, medical services, emergency management, and others involved in life safety.
- A partial list of training that may be required is as follows: (Check with your supervisor for a complete list for your department)
 - ❖ Defensive Driving
 - ❖ Prescribed personal protective equipment (PPE) as determined by the Department Director and outlined for the job or task described from a Job Safety Analysis
 - ❖ Identified hazards associated with the job or task
 - ❖ General hazards encountered in the work area and how to avoid them
 - ❖ How to report any accident, fire, serious injury or any injury
 - ❖ Reporting of all accidents or injuries no matter how minor
 - ❖ Hazard Communication
 - ❖ Blood Borne Pathogens

Copies of any safety training documentation should be forwarded to Human Resources for the training database.