

Environmental Health and Safety Manual (EHS)

EHS 108: Environmental Health and Safety Training

Effective: 8/6/1976

Revised: 3/1/2024

Purpose

To prevent work-related illnesses, injuries, and property damage, to provide for regulatory compliance, and to minimize other risks by providing appropriate EHS-related training and resources to the [ASU community](#)

Sources

29 Code of Federal Regulations

40 Code of Federal Regulations

49 Code of Federal Regulations

2018 International Fire Code

Arizona Administrative Code R2–10–207

Applicability

All members of the [ASU community](#) at all ASU-owned/leased/controlled facilities. Specific training requirements for employees and volunteers are identified by the job functions listed in the [EHS Training Determination Tool. Specialized training in addition to EHS-provided training may be required based upon the job functions or activities.](#)

Policy

ASU managers and supervisors are responsible for ensuring that all members of the ASU community under their direction identify and complete applicable, required Environmental Health and Safety (EHS) training and specialized training based upon job duties. Members of the ASU community should also consider participation in optional training programs where appropriate.

Responsibilities of Environmental Health and Safety

EHS shall make required environmental health and safety training available to the ASU community as required. Additionally, EHS shall monitor trends in incidents, inspections, and employee complaints and update training as necessary or appropriate to address those trends and/or develop optional training programs. EHS shall, when appropriate, provide guidance and information to the ASU community regarding what training is required, what optional training programs should be considered, and other appropriate guidance and advice regarding compliance with this policy.

Responsibilities of the Departments and Units

Colleges, departments, and units will assess their operations and identify EHS training needs based on information provided on the [EHS Training Determination Tool and other job-specific training as indicated by job responsibility](#). Each supervisor will identify job-specific hazards and require that their employee(s) attend EHS training appropriate to the type of work they perform prior to assuming their job duties. Additionally, each manager or supervisor is responsible for ensuring employees participate in EHS training programs and updated training. Departments and units are responsible for maintaining record of training.

Responsibilities of Members of the ASU Community

Members of the ASU community are responsible for completing and adhering to all training as required by their supervisors or PIs by either attending department specific and/or scheduled EHS training or completing approved online classes. All ASU community members are responsible for completing training and refresher training as required.

Cross-References

For more information, see:

1. [EHS 005](#), "EHS Management Policy"
2. the *Police Department Policies and Procedures Manual*—[PDP 207-02](#), "Vehicles and Carts on Malls or Sidewalks,"
and
3. the *Staff Personnel Manual*—[SPP 801](#), "Employee Conduct and Work Rules."