Environmental Health & Safety regularly communicates training and education requirements to the ASU Community through several forums to provide all ASU employees the opportunity to stay current on regulatory required and related training. In most cases, training requirements are determined by roles and activities an employee may be involved in at ASU. Since it is not possible to anticipate every situation, EH&S provides a training determination table for use by managers and supervisors in determining training requirements. The Training Determination Table at http://cfo.asu.edu/ehs-training-table describes job functions an employee may be involved in and then identifies the required training and the frequency.

It is each supervisor’s responsibility to determine each employees training requirements and ensure each employee meets those requirements on the frequency basis identified. To assist managers and supervisors EH&S sends regular reminders for Fire Safety, Lab Safety, and Bio Safety to employees known to be due for required training. If you receive a notice indicating you are due for training please ensure you complete that training within the time frames recommended. If for some reason you feel you received the notice in error please check the training determination table to verify the training is no longer required and notify EH&S by responding to EHS@asu.edu or calling (480) 965-1823.

NEW: How to Register for Training. As of July 16, 2012 EH&S classes are no longer available in LMS; registration for EH&S classes will be through the same link to look up individual training records. To look up available instructor-led courses and to register for classes go to our web site at https://cfo.asu.edu/ehs-training and click on the “Search Course Catalog/Register for Classes” link. Access to our online Blackboard classes is also available at the bottom of the https://cfo.asu.edu/ehs-training page. If you have problems registering, please contact EH&S, at (480) 965-1823, Monday through Friday 8am to 5pm, or email EHS@asu.edu.

Please be aware that there are some training classes required for all or many ASU employees. These include but are not limited to:

- All ASU employees must complete Fire Safety & Prevention Training and an annual refresher.
- Laboratory employees must complete Laboratory Safety training and an annual refresher to work in a lab where hazardous materials are present.
- Employees who generate (place waste into a hazardous waste container) any chemical or biological waste from any operations must complete Hazardous Waste Management training and an annual refresher thereafter.
Safety Meeting Topic

EH&S Training Notice
August, 2012

- All employees operating an ASU owned or leased vehicle must complete Defensive Driving training and a refresher every four (4) years along with Driving on the Mall for on campus driving.

- Personnel who study or work with biological organisms may need to take Biosafety & BBP training. Both the initial and annual refresher training are available on Blackboard. For more info contact Biosafety@asu.edu

Training requirements apply to Student Workers as well.

- Office Safety at ASU is a recommended class for all employees who work in an office setting. Office Ergonomics and back injury prevention are two of the four key areas of focus with this instructor-led class.

There are options on how to complete these training requirements including web based training through Blackboard. For information on these options, enrolling or scheduling training classes please see http://cfo.asu.edu/ehs-training.

This August, as in the past, EH&S will be offering various safety training programs just prior to the Fall semester to accommodate new and returning ASU employees and student workers. These courses will be conducted on August 15th, 16th, and 17th and again on August 20th, 21st, and 22nd. The courses are scheduled and available for registration through our EHS Assistant. Instructions on how to use EHS Assistant are available on our web site at http://cfo.asu.edu/ehs-training.

Courses offered are:
- Fire Safety & Prevention
- Laboratory Safety
- Hazardous Waste Management
- Biosafety and Security
- Defensive Driving
- Driving on the Mall

We are encouraging those that need refresher training to do so online through the Blackboard system. We will be offering a limited “Day of Refreshers” for those that prefer a classroom environment. It’s scheduled for Wednesday, August 22nd in Life Science E wing room 104. The following refreshers will be conducted:

- Fire Safety & Prevention Refresher 1:00 to 1:45 PM
- Laboratory Safety Refresher 2:00 to 2:45 PM