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.

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. Go to the EHS Training webpage to view available classes and to register for instructor-based classes and enroll in our online courses, at https://cfo.asu.edu/ehs-training. If you have a problem registering, 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.
- All employees operating an ASU owned or leased vehicle must complete Defensive Driving training and a refresher every four (4) years. Driving on the Mall has a four year refresher requirement as well and has been updated to include the “Walk-Only” Zone information.
• 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](mailto:Biosafety@asu.edu)

• Personnel who work with or transport compressed gas cylinders must take the online course “**Compressed Gas-Under Pressure**”.

**Training requirements apply to Student Workers as well.**

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 the days leading up to the start of Fall semester. The courses are scheduled and available for registration by accessing our EHS Training webpage at [http://cfo.asu.edu/ehs-training](http://cfo.asu.edu/ehs-training). Click on the **Search Course Catalog/Register for Training** link. Please communicate this opportunity throughout your department. It is a great way to get all the new hires trained prior to semester start!

Courses offered are:

- Fire Safety & Prevention
- Laboratory Safety
- Hazardous Waste Management
- Bloodborne Pathogens
- Defensive Driving
- Driving on the Mall
- Office Safety at ASU

We are encouraging those that need refresher training to do so online through the **Blackboard** system. Once again, access to these classes is possible by accessing our EHS Training webpage; select the **Enroll** button beside the class of your choice.

**Reminder:** EHS Assistant offers individual employees’ access to look up their own training records. To look up individual training records, go to [http://cfo.asu.edu/ehs-training](http://cfo.asu.edu/ehs-training) and select the **Look up your Training Records** link. You will be asked to login with your ASURite ID and Password. Click on the “**Individual Training Record**” tab and you will be asked to enter either a name or ASU Affiliate ID. A report will appear with all of the individual’s safety training records.