



Training

1. Policy Statement /Procedure Description

1. Supervisors are responsible for:

- A. Training employees in all applicable rules, policies, and procedures that are applicable to their jobs.
- C. Giving employees verbal instruction and specific directions on how to perform their work safely;
- D. Observing employees performing the work, and if necessary, providing a demonstration on using safe work practices or ensuring employees receive remedial instruction to correct training deficiencies before they are permitted to perform unsupervised work.
- E. Ensuring all employees receive safe operating instructions on seldom-used or new equipment before using the equipment;
- F. Reviewing safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures; and
- G. Providing safety equipment to employees who perform tasks requiring safety equipment and/or protective gear

2. Entities Affected

- xHuman Resources
- xFinance and Administration

3. Policy Owner/Interpreting Authority

Executive Vice President for Finance and Administration

4. Related Policies

5. Statutory or Regulatory References