

**SUBJECT: SAFETY TRAINING FOR NEW UNBC EMPLOYEES, VOLUNTEERS, AND STUDENTS**

**1. Purpose**

This policy is intended to ensure that all new employees, volunteers, and students at the University have the knowledge necessary to undertake their work safely and in compliance with relevant laws and regulations. Secondly, this policy is designed to ensure that the University complies with the legal requirements for training of new employees.

**2. Scope**

This policy applies to all employees, volunteers, and students working for or at the University.

**3. Authority**

The Risk & Safety Manager, reporting to the Director of Purchasing, Contract & Risk Management will be responsible for this policy. It is the responsibility of every individual in a supervisory capacity at the University, working with the Risk & Safety Manager, to be aware of this policy and to ensure that the employees they supervise comply with this policy.

**4. Definitions**

**Employee:** Includes paid workers (faculty and staff), volunteers, Practicum graduate and undergraduate students.

**Volunteer:** Student volunteers who, with the permission of the institution at which they are enrolled, enter an agency program established for providing educational experience. Other volunteer service for persons other than students as defined by the institution.

**Supervisor:** Includes the supervisors of paid workers (faculty and staff), volunteers, graduate and undergraduate students.

**Work:** Includes paid work, volunteer work, or Practicum.

**5. Training Requirement**

The Risk & Safety Office will work with supervisors to identify basic training requirements for given activities. Supervisors are responsible for determining which safety course, if any, are required for specialized courses and job requirements. The staff of the Risk & Safety Office is available to assist supervisors in making this determination, and supervisors are encouraged to consult with these individuals. All required safety training must be completed promptly after beginning work, normally within 60 days. The supervisor of the new employee is responsible for ensuring that all required training is completed and documented.