

Supervisor Training Responsibilities for Student Employees

Training Requirements

Supervisors must ensure student employee training is provided, but may have someone else do the actual training. However, the supervisor is often the best person to train employees because she or he has performance expectations for employees, especially when the supervisor has done the same work in the past. Being the trainer ensures that expectations are understood and required skills are mastered to the supervisor's satisfaction. Formal instructor training is recommended for supervisors who want to perform at least a moderate share of the training responsibilities for the department. Supervisors may want to assign training duties to employees who are resident experts on certain subjects, as they often do an excellent job of sharing their expertise. Of course, in many cases it is best to seek an outside trainer for specialty topics or new procedures.

There is a legal requirement to train employees in the general hazards to which they may be exposed. This training may consist of, but is not limited to, the following example types:

- Emergency Procedures
- Hearing Conservation
- Process Safety
- Personal Protective Equipment
- Machine guarding
- Electrical Safety

Training in hazards associated with a particular task or job type is required before employees begin work. This specific safety training may include:

- Hazard Communication
- Forklift Certification
- Respirator Training
- Laboratory Standard
- Blood Borne Pathogen Training

Contact John Davis at Environmental Health & Safety - 784-4845 - or Steve Djukanovich at Risk Management - 784-4394 - if you have any questions.