



# EHS Fact Sheet

## Quarterly Safety Training

### Oklahoma State Law Requirements

1. All OSU employees, including student employees, receive safety training at least four times a year.
2. Anybody receiving a paycheck through OSU falls under this requirement.
3. One exception to this rule would be contractors who are paid for services through Payroll for short-term projects.



### The State Law

1. Oklahoma State Legislature passed House Bill 1447 which revised state law (40 O.S., Section 403).
2. Every employer having twenty-five (25) or more full-time or part-time employees.
3. Provide safety classes to each type or class of employee no less than quarterly.
4. Documentation of training shall include, but not be limited to, date(s), location, course information, course provider/trainer and a list of employees in attendance.
5. Quarterly safety training must be "Appropriate to the nature and severity of the hazards faced by the employee".

### Goals/Objectives of Training

1. Reduce worker's compensation claims costs by educating employees in safe work practices and heightening safety awareness.
2. Help provide a safer work environment for all employees through education.
3. Foster good relations between employer and employees.

### Colleges/Departments Responsibilities

1. Each department is responsible for making sure that their employees receive quarterly safety training.
2. **Departments are responsible for tracking their employees training. Copies do not need to be sent to EHS.**
3. During a safety inspection of the department they may be asked to provide documentation of their training records.
4. Some departments may require additional safety training for employees due to the job requirements.
5. Provisions must be made to arrange for make-up sessions for employees who were not able to attend the scheduled training.

### EHS Responsibilities

1. The EHS Department provides general and specific safety related training to the faculty, staff, and students.
2. All trainings can be tailored to the needs for your office or department.
3. Help with Job Hazard Analysis to determine training needs.