# YCCD SAFETY—New Employee Orientation & Web-Based Safety Training

Name of Employee _____ Email _____

Job Title_____ Employee ID # _____

Department _____Manager_____

All new employees will complete an on-line New Employee Orientation in the Risk Management Office.

Employee Training in Safety and Health is also provided to 1) all new employees and 2) all employees given new job assignments.  Training on the YCCD Injury and Illness Prevention Program (IIPP) is required for all employees **within thirty days** of the commencement of new duties. Additional training will be dependent on the nature of your job duties. Web-based safety training is available through the **YCCD eLearning Portal** located at https://www.yosemite.edu/riskmanagement/yccd_employee_safety.  Once added, your eLearning Portal home page will identify the safety program courses required for your job duties.

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**Training Required <u>for all employees</u> by CCR Title 8 Section 3203(a)(3):**
- Injury and Illness Prevention Program Training (IIPP)

**Training Required <u>for specific job classifications or duties</u>:**
- Bloodborne Pathogens (Exposure Prevention Plan)
- Making the Right Move (Back Safety)
- Hazardous Communications (Right to Know)
- Chemical Hygiene Training (Lab Safety)
- Ergonomics (for Computer Workstations)
- Utility Cart Safety

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A printable copy of the YCCD IIPP is available at https://www.yosemite.edu/riskmanagement/formsandpublications/. Please acknowledge receipt of this IIPP access information by signing and dating below. We will add you to the web-based training system immediately and return a copy of this page along with your own eLearning Portal logon information added.

I have received information regarding the YCCD Injury & Illness Prevention Plan access and required safety training.

_____        _____
Employee Signature/Date                                    Facilitator Signature /Date

**Access to YCCD eLearning Portal:**
https://www.yosemite.edu/riskmanagement/yccd_employee_safety

| User Name: | Password: |
|---|---|
|  |  |

# YCCD—SAFETY

### Procedures—New Employee Orientation
### & Web-Based Safety Training

| TASKS |
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**Human Resources:**

1) Human Resources will refer all new employees to Risk Management to complete an on-line orientation on or before the first day of work.

**Risk Management:**

2) Risk Management will:
   - Complete identifying information (Name, Job Title, Employee ID#, Dept. / Division, Manager).
   - Make sure new employees sign and date the New Employee Orientation form,
   - Insure employee views the Very Important Points orientation film; hand employee the yellow VIP card.
   - Immediately forward the signed form to Campus Safety for addition to web-based training system.

3) All new Central Services, MJC & Columbia College employees, and 2) all employees given a new job assignment must undergo Safety Program Training. They receive access information to a printable copy of the Injury and Illness Prevention Program via the Orientation form and yellow VIP card.

4) Risk Management in coordination with other college staff are responsible for maintaining the Learning Management System (LMS) that tracks the completion of safety program training. The Risk Management Office will add the new employee to the database from the completed form; and send a copy of signed form with the employee's logon information direct to the new employee through the employee's manager.

**Supervisor/Manager:**

5) The supervisor/manager will ensure that the employee completes training required for their job classification/area as quickly as possible. Managers are able to track the progress of employees reporting to them from employee's student record located on the manager's eLearning home page. Managers/ supervisors may contact Campus Safety at 575-6005 if there are any questions regarding the safety training process.

6) With the exception of the training topics mentioned on this form, this process does not replace any requirements for periodic safety meetings, or safety trainings and documentation on topics not listed, which are currently the responsibility of department managers. Managers may contact Campus Safety for assistance in identifying additional training needs and information/resources.

**Employee Responsibilities:**

7) The employee is responsible for completing all web-based safety training assigned for his/her job description according to the following timeline:

   - **Injury and Illness Prevention Program Training**—within thirty days of date of hire

   - Remaining Web-Based Safety Training modules as identified on employee's eLearning Portal Home Page—within 30 days of date of hire. Some modules require annual refreshers.

   - Additional Safety Training based on job duties—as identified by supervisor