



University of  
Connecticut

# Train-the-Trainer Program

## *Online Safety Training Manual for Supervisors*

### HOW TO USE THIS MANUAL

This manual is intended to be used as a tool by *designated* supervisors to assist them in conducting the **minimum safety training required by the Occupational Health and Safety Administration (OSHA)**.

This manual may also be used to provide refresher training to existing employees whenever needed. This training is by no means the only safety training a worker should receive. Safety education conducted regularly through workshops, meetings, and continuous coaching is encouraged, and is part of an effective safety management program.

Please contact the staff at Environmental Health and Safety at 6-3613 for assistance in using this manual or with any other questions you may have.

Thank you for advancing safety in your workplace and at the University!

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**Please see “Training Instructions” on the following page**

# TRAINING INSTRUCTIONS

## 1. Who Can Conduct Training

Individuals who would like to train their employees in a particular safety topic using the forms in this manual may do so provided they have attended safety training of that topic through the Department of Environmental Health and Safety (EH&S) and have been authorized by EH&S to conduct the training contained in this manual.

## 2. Prior to Conducting the Training

[Supplementary materials](#) are included in this manual to use as training aids, handouts, or that may be posted in the workplace periodically as reminders of safe work practices

In addition, **you will need the following materials to use as training aids:**

➤ **Hazard Communication:**

1. A labeled container of a chemical product used in your workplace, along with its MSDS.
2. The HazCom binder that includes the MSDSs, chemical list, and [written program](#) for your workplace. (See also [HazCom Supplementary info](#)).

➤ **Personal Protective Equipment (PPE):**

1. Your workplace's completed [Workplace Hazard Assessment Form](#)
2. Samples of PPE used in your workplace. (See also [PPE Supplementary info](#)).

➤ **Lockout/Tagout for Affected Employees:** A lock and tag used to perform lockout/tagout in your workplace and the [University Lockout/Tagout Policy](#).

➤ **Electrical Safety Awareness:** Examples of electrical equipment through a workplace tour and the [Electrical Safety Guidelines](#) from EH&S.

## 3. Procedures for Conducting Training

Training may be conducted for one or several employees at a time. Please encourage and allow time for questions. **With each employee, complete each of the following training forms:**

1. [Hazard Communication](#)
3. [Personal Protective Equipment](#)
4. [Lockout/Tagout for Affected Employees](#)
5. [Electrical Safety Awareness](#)

These forms will serve as certification of training, as required by OSHA. Ensure that the employee(s) initial each box at the left of the forms as you go through them.

## 4. Once Training is Completed

Send copies of completed forms to EH&S at Unit 4097, FAX to 6-1106, or Scan and forward to [ehs@uconn.edu](mailto:ehs@uconn.edu). Please keep the originals on file for your records.