



Subject: Safety Training: **U of A Risk Management Services Training**

Section: VI

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Steward Observatory and the U of A Risk Management Services have a close working relationship in the area of training. It is intended that all Steward employees be given training in each area of work where there are possible hazards or when it is required under OSHA rules.

The University has a very extensive training program operated by U of A Risk Management Services. For more information and the official University of Arizona documentation and procedures on this program, please go to <http://risk.arizona.edu/training>.

Training is an integral part of the OSHA program and therefore there are many website links to training on the OSHA website. To reach many of these links you may go to <https://www.osha.gov/dte/index.html>.

In addition to the training programs provided by U of A Risk Management Services, Steward Observatory has established an on-line training program that allows employees to observe quality training presentations, to take tests and get credit for the training received. All employees are encouraged to participate in this activity whenever there is a "free" time slot of 20 to 30 minutes. Employees can go to the Steward Observatory web page and click on "Safety" to get to this manual, and all on-line training classes.

In order to give guidance to employees on the types of training they should receive, all department supervisors have as a part of their responsibility, the obligation to define training requirements for each classification of employee under their supervision. This responsibility should be a line item in each performance appraisal, and in most cases, the supervisor should also take the training he/she suggests for his/her employees.