

## Section 4: EMPLOYEE SAFETY TRAINING

King County provides safety training programs to reduce on-the-job accidents and to meet state training requirements. All employee training must be documented. A record of training delivered by Safety and Claims Management is entered into the PeopleSoft training database and is accessible to each employee.

On-site training can be arranged for groups. To schedule safety training, contact a Safety and Claims Management Safety Training Specialist at 206-477-3371 or 206-477-3370.

The following table provides information on training subjects, requirement authority, training frequency requirements, and providers of training. Some King County Departments may enforce different requirements.

| SUBJECT                                   | TRAINING RESPONSIBILITY                       | TRAINING FOR:  | REQUIREMENT AUTHORITY     | TRAINING FREQUENCY             | TRAINING LOCATION                     | COMMENTS  |
|---|---|--|---------------------------|--------------------------------|---------------------------------------|---|
| Accident Investigation Techniques         | Safety and Claims Management                  | All supervisors, managers, and safety committee members                      | None                      | One time                       | Home Dept., Safety Training Classroom | Information for supervisory personnel on handling accident investigations               |
| Aerial Lifts and Elevating Work Platforms | Home Department; Safety and Claims Management | Employees who operate this type of equipment                                 | DOSH<br>WAC 296-869-20025 | Initial assignment as operator | Home Department                       | Equipment vendor may provide training: training records must be retained by King County |
| Alternate Fueled Vehicle Safety           | Home Department                               | Employees assigned or operating a vehicle with alternate fuel (CNG, Propane) | King County Policy        | Initial assignment as operator | Contract fuel company & Home Dept.    |   |

| <b>SUBJECT</b>  | <b>TRAINING RESPONSIBILITY</b>                           | <b>TRAINING FOR:</b>                                 | <b>REQUIREMENT AUTHORITY</b> | <b>TRAINING FREQUENCY</b>   | <b>TRAINING LOCATION</b>                           | <b>COMMENTS</b>   |
|---|--|--|------------------------------|---|--|---|
| Asbestos 2-hour Informational Course  | Safety and Claims Management                             | Maintenance employees, as required                   | DOSH<br>WAC 296-62-07722 (2) | Initial assignment and annually thereafter  | Home Department; Safety Training Classroom         | Information for employees who maintain asbestos floor tile or are around asbestos materials   |
| Asbestos Workers and Asbestos Supervisors   | Outside Contractor                                       | Certified Asbestos Workers                           | DOSH<br>WAC 296-65           | Initial assignment (5 day class)<br><br>Annually thereafter (8 hour class)            | Outside Contractor                                 | Certification required for workers who disturb or remove asbestos-containing materials  |
| Bloodborne Pathogens  | Home Dept.; Safety & Claims Management                   | Employees exposed to human body fluids               | DOSH<br>WAC 296-823-12005    | Before first assignment and annually thereafter                                       | Home Dept. Safety Training room                    | Employees selected by job classification  |
| C.P.R. (Cardio Pulmonary Resuscitation) and A.E.D. (Automated External Defibrillator) | Emergency Medical Services, Safety and Claims Management | Field Employees, Supervisors, Managers, Lead Persons | DOSH<br>WAC 296-800-15005    | Every 2 Years, or as per certifying agency  | EMS classroom, Safety Training room, or Home Dept. | EMS offers CPR and AED only; Safety and Claims offers First Aid, CPR and AED training.  |
| Confined Space Entry  | Safety & Claims Management, Home Department              | Employees who enter confined spaces                  | DOSH<br>WAC 296-809-40002    | Before first assignment. Retraining if any deficiencies in the program are discovered | Safety Training Classroom; home department         | Managers, Supervisors, Leads and selected employees must attend. Home Dept. must provide training on specific tools used during confined space entry. |

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|--|---|--|--------------------------------------|--|----------------------------------|--|
| Defensive Driving                      | Safety & Claims Management                  | All employees who drive on County business | Executive Policy FES 12-1 (AP) 6.8.1 | Upon initial assignment and every 3 years                | Safety Training Classroom        | Employees expected to drive their own vehicles on County business must attend                            |
| Educational Topics for Safety Meetings | Home Department                             | Safety Meeting participants                | DOSH, Safety & Claims Management     | Subjects to be determined by safety committee            | Safety Meeting                   | Videos/DVDs and assistance from Safety Office should be requested prior to safety meetings.              |
| Effective Safety Committees            | Safety & Claims Management                  | Affected employees and managers            | NONE                                 | As needed  | Home Dept.; Safety Training Room | Develops skills necessary for implementing safety programs   |
| Energy Control Lockout/ Tagout         | Home Department; Safety & Claims Management | All affected employees                     | DOSH WAC 296-803-60005               | Initial assignment                                       | Home Department Safety Meeting   | Home dept. must inventory hazards; video and presentation  |
| Ergonomics and Body Mechanics          | Safety & Claims Management                  | Office and field employees                 | None                                 | As needed  | Home Dept., Safety Meeting       | Information on avoiding repetitive motion injuries   |
| Fall Protection                        | Home Department; Safety & Claims Management | All affected employees                     | DOSH WAC 296-155-24611 (2)           | Initial assignment to job exposed to falling from height | Home Department Safety Meeting   | Retraining required if changes in workplace or equipment, or if inadequacies in prior training is noted. |
| Fire Extinguisher Use                  | Safety & Claims Management                  | All employees as needed                    | DOSH WAC 296-800-30025               | When first hired and then annually                       | Home Department Safety Meeting   | Training course, Demonstration, or video   |

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|---|---|--|------------------------------|---|--|--|
| First Aid   | Safety & Claims Management                  | Field Employees, Supervisors, Managers, Lead Persons   | DOSH<br>WAC 296-800-15005    | Every 2 Years   | Home Department; Safety Training Classroom | CPR is also required. Safety and Claims offers First Aid/CPR/AED combination class                                     |
| Forklifts and Powered Industrial Trucks                                       | Safety & Claims Management                  | Employees operating forklifts  | DOSH<br>WAC 296-863-60005    | Initial assignment as operators, every 3 years thereafter | Home Department Safety Training Classroom  | Training must include both classroom and hands-on evaluation. Retraining required whenever any deficiencies are noted. |
| Hazard Communication /Globally Harmonized System (GHS) (Worker Right to Know) | Safety & Claims Management                  | All new Employees  | DOSH<br>WAC 296-800-17030    | Initial Assignment  | Home Department Safety Meeting             | Training Course or Video available   |
| Hearing Conservation  | Safety & Claims Management                  | Employees exposed to noise over an average of 85 dBA   | DOSH<br>WAC 296-817-20020    | Initial assignment and then annually                      | Home Dept. Safety Meeting                  | Videos available; Basic training provided during annual hearing tests  |
| Heat Related Illnesses  | Home Department; Safety & Claims Management | Employees working in outdoor temperatures above 89 degrees (or above 77 degrees if required to wear double layer clothing) | DOSH<br>WAC 296-62-09560     | Annual  | Home Department Safety Meeting             | Training Course or video available   |

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|--|--|--|---|--------------------------------------|---------------------------------|--|
| How to file a Workers' Compensation Claim          | Human Resources Division<br>Safety & Claims Management | All new Employees,<br>Supervisors and managers     | Dept. of Labor & Industries, Self Insured Regulations<br><br>WAC 296-15-320 | Initial Assignment,<br>As needed     | New Employee Orientation        | This topic is addressed in New Employee Orientation                  |
| Job Safety Analysis                                | Safety and Claims Management                           | Leads,<br>Supervisors,<br>safety Committee members | None  | One time                             | Home Dept. Safety Training Room |  |
| Back Injury Prevention and Safe Lifting Techniques | Home Dept.;<br>Safety & Claims Management              | All affected Employees                             | As necessary  | Initial Assignment and as necessary  | Home Dept., Safety Meeting      | Videos available   |
| New Employee Safety Orientation                    | Home Department  | All new Employees                                  | DOSH<br>WAC 296-800-140   | Initial Assignment                   | Home Department                 | Overview of job-specific safety issues is required for new employees |
| Personnel Protective Equipment (PPE)               | Home Department<br>Safety & Claims Management          | Affected employees                                 | DOSH<br>WAC 296-800-16025   | Before performing work requiring PPE | Home Department, Safety Meeting | Overview of protective equipment selection and uses                  |
| Powder Activated Tools                             | Home Department  | Employees who use gun powder activated tools       | DOSH<br>WAC 296-807-15005<br><br>WAC 296-155-36321                          | Initial assignment as operator       | Home Dept.                      | Training must be provided by equipment manufacturer                  |
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|---|---|---|--|--|--|---|
| Respirator Use and Maintenance                              | Home Department; Safety & Claims Management | Employees who may be required to wear respirators and their supervisors   | DOSH<br>WAC 296-842-16005  | Before worksite respirator use and annually thereafter | Safety Training Classroom or Home Dept. Safety Meeting | Video, fit check and demonstration  |
| Safety Management   | Safety & Claims Management                  | All Supervisors and Managers  | None   | One time   | Home Department, Safety Training Classroom             | Information for Supervisors on how to manage safety in their department         |
| Secure Your Load  | Safety & Claims Management                  | Employees who load, secure or transport loads                             | Executive Order<br>PER-18-9 (AEO)                                  | One time; Additional training as needed                | Home Department Safety Meeting                         | Both in-person and on-line training are available                               |
| Workers' Compensation: Assist Your Workers in Filing Claims | Safety and Claims Management                | All Supervisors and Managers  | None   | One time   | Home Department, Safety Training Classroom             | Workers' Compensation Information for Supervisors                               |
| Work Place Violence Prevention                              | Safety and Claims Management                | All employees   | Recommended by Executive Policy<br>PER-18-8 (AEP)<br>Section 7.2.7 | One time   | Home Department, Safety Training Classroom             | On-line training for Supervisors and Managers is available from Risk Management |
| Work Zone Traffic Control and Flagging                      | Safety & Claims Management                  | Employees who work as traffic flaggers or responsible for traffic control | DOSH<br>WAC 296-155-305 (6)  | Initial assignment as flagger, every 3 years           | Home Department, Safety Training Classroom             | Supervisor, Managers, Leads and selected employees                              |

For course descriptions and current quarterly schedule, visit our web site:

<http://kingcounty.gov/employees/HumanResources/SafetyClaims/Safety/TrainingClass.aspx>

The Safety Training Classroom is located at the King County Administration Building, 5<sup>th</sup> floor, Seattle

Note - Driver training is not intended to meet commercial truck driver training requirements

DOSH - Washington State Department of Labor and Industries, Division of Occupational Safety and Health

WAC – Washington Administrative Code