



## **Policy on Health and Safety Training**

*(Approved by the President on November 14, 2005; Revised on June 13, 2007)*

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### **I. PURPOSE & APPLICABILITY**

The University of Maryland Biotechnology Institute (UMBI) is dedicated to providing safe and healthful facilities for personnel. UMBI shall comply with federal and state health, safety and research standards and guidelines. Personnel share the responsibility to comply with training requirements and to reduce potential physical and/or health risks encountered in the performance of their duties, including entry into educational, research and laboratory support areas. This is a statement of official UMBI policy to establish the process for training to ensure worker health, safety and environmental protection.

### **II. BACKGROUND**

- A. It is recognized that sometimes the work environment may contain hazards. It is of utmost importance that all personnel be aware of potential hazards and use all appropriate precautions. Certain job activities at UMBI may require specific health and safety training and specialized research training to comply with regulations and guidelines intended to protect individuals from potential exposures or injuries and in some cases protection of human or laboratory animal research subjects. This policy ensures compliance with these regulations and guidelines by implementing a plan that coordinates a uniform process of documenting applicable training for all personnel.
- B. This policy shall apply to UMBI personnel, defined as all employees, students, and volunteers.

### **III. POLICY**

- A. The UMBI Office of Research & Development shall:
  - 1. Develop and periodically review the UMBI Policy on Health and Safety Training;
  - 2. Distribute the training policy to UMBI Units;
  - 3. Provide consultation and information concerning health, safety and research compliance training;
  - 4. Develop standard procedures to maintain training records;
  - 5. Provide specific lists of required training topics, training frequency, intended audience for training topics, and where the training can be obtained;
  - 6. Assist with archiving and retrieving training documentation; and
  - 7. Periodically review safety training records at the UMBI Units.
  - 8. Maintain a web-based list of current federal and other regulations that UMBI must comply with.

## UMBI Policies and Procedures

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B. Unit Administration shall:

1. Ensure implementation of personnel training and record keeping;
2. Maintain training certificates and other training documentation as appropriate; and
3. Inform supervisors of their training management responsibilities.
4. Add additional training topics to the UMBI Health and Safety Training Plan not required by federal or state regulations, as they deem necessary.

C. Supervisors shall:

1. Develop a Health and Safety Training Plan for each of their personnel and update the Plan annually;
2. Review with their personnel and document acceptance with their signature;
3. Maintain documentation of personnel training as appropriate;
4. Forward personnel training topics & training dates to the Unit Administrator; and
5. Ensure that personnel in their work area or laboratory have appropriate training and experience.

D. Personnel shall:

1. Upon appointment at UMBI, attend appropriate health and safety and other training applicable to their tasks and duties;
2. Obtain appropriate documentation of their training, including topic, date, and copies of training certificates when appropriate; and
3. Provide their supervisor documentation of their training topics, dates of training and certificates as soon as possible after each training session.

#### IV. INFORMATION

The Office of Research & Development will provide assistance to any Unit requesting guidance or training to satisfy implementation of this policy.

**Approved:** Jennie C. Hunter-Cevera, June 13. 2007