

KCTCS Human Resources Procedure #4 - Required Orientation Materials and Mandatory OSHA Training for New Employees

Relates to: KCTCS Administrative Policies and Procedures

- ***2.18.6 New Employee Orientation***
- ***3.3.13.1.6 Drug-Free Workplace Notification***
- ***3.3.17 KCTCS Emergency Response Crisis Management Policy***
- ***3.3.25 KCTCS Workplace Violence Policy***

Effective date: April 3, 2007

Supersedes: Human Resources Procedure # 4 dated January 15, 2003, entitled *Required Orientation Materials and Mandatory OSHA Training for New Employees*

There have been questions concerning required orientation materials and mandatory training for new employees. In order to clarify these issues, the following documents and corresponding policies should be reviewed with and/or signed by ALL new employees during their orientation to acknowledge the employees' understanding of the policies and documents:

- [KCTCS Human Resources Policy Manual/Handbook](#) and [Acknowledgement Form](#)
- [Workers Compensation Guide Acknowledgement](#)
- [Harassment-Free Workplace Brochure](#) and [Form](#) ([online sexual harassment](#)) should be provided within 30 days after initial employment, and the remaining portion of the Harassment-Free Workplace Form should be signed then.)
- [KCTCS Computer Account Usage Agreement Form](#)
- [Drug-Free Workplace Policy](#) (KCTCS Administrative Policies and Procedures 3.3.13.1.6) and [Drug-Free Workplace Notification Form](#)
- [Violence in the Workplace Policy](#) (KCTCS Administrative Policies and Procedures 3.3.25) and Quick Reference Sheet
- [Emergency Response and Crisis Management Policy](#)
- [Crisis Management Plan](#)

Environmental Health & Safety

The list of required OSHA training courses below are job-specific and only apply to certain positions (i.e. – Maintenance, Facilities, Technical Program Instructors, etc.).

- Hazardous Communication
- Asbestos

- Permit Required Confined Spaces
- Lockout/Tagout
- OSHA 300 Record keeping
- Evacuation Plans
- Blood borne Pathogens
- Fire Extinguishers
- Forklift
- Record Retention

OSHA training courses and topics that are voluntary or conducted as requested include:

- Severe weather procedures
- Back safety/lifting
- Lead paint
- Hazardous waste disposal
- Universal waste
- Biological waste
- Carbon monoxide
- Radon
- Violence in the workplace
- Indoor air quality
- Chemical spills
- Bomb threats
- Ergonomics
- Fire drills
- Accident investigations
- Safety committees
- Electrical safety
- Accident reports
- Ladder safety
- Carpal tunnel safety
- Lab safety
- Office safety
- ADA
- Crisis management
- Personal protective equipment

The provisions of this Human Resources Procedure remain in effect unless and until a KCTCS policy or procedure or a Human Resource Procedure is subsequently established or reissued to state other provisions.