Facilities Management Procedure
Weber State University
Procedure Number: P01
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Safety Training for Facilities Management Personnel

Description:
This document establishes a procedure and identifies persons responsible for maintaining safety training records for Facilities Management employees.

References/Sources:
PPM 5-31 Driver License Requirements
PPM 3-2a, Fair Labor Standards Act (FLSA)
PPM 3-7 Health Requirements
PPM 3-57 Safety/Accident and Injury Prevention

Definitions:
Computerized maintenance management system (CMMS): Database that Facilities Management uses as a work management system.

Required Training: Any training required by Weber State University or the Environmental Health and Safety Office for FM personnel as it pertains to job positions.

Responsible Party:
Facilities Management Safety Officer or designee

Procedure:
The FM Safety Officer will maintain records of safety-related training. Facilities Management (FM) personnel will complete all required new employee trainings at the earliest date possible, as dictated by availability of training schedule. FM employees will continue to complete any
additional training or recurring training required by FM Safety Officer or their manager/superintendent as it pertains to their position in FM.

A. FM Safety Officer Responsibilities

1. The FM Safety Officer will contact the Environmental Health and Safety Office annually to determine the frequency and nature of training required for FM employees.
2. The FM Safety Officer will ensure a record of all required training for FM employees is maintained.
3. The FM Safety Officer may consult with the Safety Committee to review training needs.
4. The FM Safety Officer will inform the manager/superintendent in writing of any required training for employees in their area.
5. The FM Safety Officer will have access to view training completions entered into the CMMS. The FM Safety Officer may request a report of completed trainings from the FM Systems Analyst.

B. Manager/Superintendent Responsibilities

1. The manager/superintendent will create a training course schedule in the CMMS for each required training.
2. The manager/superintendent will then request that the FM Business Office create a work request for each training session.
3. The manager/superintendent will approve and assign the work request for each required training.
4. The manager/superintendent will ensure the employee completes the training and close the work request after completion.

C. FM Business Office

1. FM Business Office Customer Service Representative will create work request for training per the manager/superintendent request.
2. Connect the work request with the personnel training record(s) in the CMMS (e.g. note on the work request the training record number).

D. Employee Responsibilities

1. Employees will be scheduled for required training by their manager/superintendent.
2. Employees will notify the manager/superintendent of completion of training by providing documentation (e.g. certificate of completion).
3. Employees will apply their time to the designated work request created for that training.
4. The employee may review the completed personal training record in the CMMS under the “HR” module.