School of Mechanical Engineering
ME Facility Onboarding Policy
4/29/2021

General Information:

The Primary Investigator (PI) for all Research laboratories and Instructional facilities covered by the ME Integrated Safety Program will be required to generate and maintain new facility user onboarding procedures. This process will ensure all new users to any given facility have been given all required safety training and have received all the appropriate facility orientation information before they are allowed to work in said facility.

Applicability:

If the facility is a research laboratory, all users of the facility must complete the onboarding process prior to being allowed to work in said facility. If a research lab is using human subjects as part of their research, an SOP will be developed to define how safety training and awareness will be provided to these individuals in this space.

If the facility is an instructional laboratory, all employees and instructors must complete the onboarding procedure prior to the start of instruction in said facility. Further, instructors are required to provide and integrate appropriate safety instruction to their students who will be using the facility. Whenever possible, automated training and access controls should be employed for instructional facilities to implement the onboarding process for all students.

Students, enrolled a course with a formal scheduled meeting time in a facility covered by this policy, are not required to individually complete the onboarding process. Instructors for the course will be required to integrate the components of the onboarding process within the course itself. It is recommended that safety items be integrated into the course syllabus provided to students.

Generation of the Onboarding Procedure:

The PI for each facility shall designate a safety representative for said space. The PI and named safety representative shall then work with the Designated Trained Individual (DTI) for that space to generate hazard assessments for that facility. For some equipment and/or processes, specific Standard Operating Procedures (SOP's) will be generated by the PI. From these hazard assessments and SOP's, a list of required training topics will be generated and compiled into an onboarding checklist. (use template Appendix A). The checklist will also define the individual/group who will provide said training.

Whenever new equipment or new procedures are introduced to the facility, the PI will ask the safety representative and DTI to review and update the onboarding procedure and hazard assessments. If equipment and/or processes are removed, the PI will ask for the safety representative and DTI to review the onboarding procedure.

Annual Review of Procedures:

Onboarding procedures and Hazard assessments will be reviewed annually. This review shall take place during the Schools recertification process/Self Audit form completion each year. The PI and/or safety representative will review the onboarding procedures, hazard assessments, and SOP's to ensure they accurately represent the work and processes currently being completed in the facility.

All instructional facilities using automated training tools shall review those training materials annually to ensure all required elements are present.

All instructors of courses meeting in a covered facility shall review the required awareness and training topics for a given facility each semester that course uses that facility. The lead instructor is required to ensure all course staff are familiar with the safety issues in the facility are prepared to present these to students taking the course.

Annual Review of Users:

All current users of the facility will have their training records reviewed annually. This is to ensure all users remain 'current' on required training. This review shall be done concurrently with the Review of Procedures.