



Date: 7/17/14

TITLE: Standard Operating Procedure for Employee Safety Training

SOP ID: 001

Revised: 12/18/19

1. Introduction:

Texas A&M AgriLife Research and the Texas A&M AgriLife Extension Service must provide safety training to all employees to ensure that employees can perform all required job duties safely. It is the responsibility of the hiring supervisor/immediate supervisor/project leader to determine the necessary training for each employee, verify the training has been completed, and maintain training records.

2. Determining Proper Training:

Employees must receive appropriate training before performing their jobs in the workplace, when procedures change, or when new hazards are introduced. Proper training is required to ensure all personnel are informed of hazards associated with their work. The supervisor is responsible for identifying training needs of an employee. Trainings are offered through TrainTraq, internally, or can be requested through the AgriLife safety coordinator.

3. Documentation of Training

All safety trainings shall be documented and records shall be available upon request. Training documentation ([form D001](#)) are provided on the EHS website under the Program tab, AgriLife Safety or click [here](#). TrainTraq trainings are electronically documented.

The Hazard Communication Training record ([form D002](#)) must be completed in addition to the Hazard Communication (11020) TrainTraq course for employees who work with hazardous chemicals.

4. Training Resources

4.1. The listed trainings are available through TrainTraq:

Texas A&M AgriLife	TrainTraq Course Title	Texas A&M AgriLife Extension Service
2111553	Worker Protection Standard (WPS) for Pesticide Handlers and Workers	2111554
2111255	All Terrain Vehicle (ATV) General Safety	2111256
2111251	Cattle Handling Safety	2111253
11020	Hazard Communication	11020
611032	John Deere Gator HP Series Safety	711024
611028	John Deere Riding Lawn Equipment Safety Training	711019
611031	General Tractor Safety	711022
611030	John Deere ZTrak Mower Safety	711021
2113883	Pesticide Safety in the Greenhouse: Understanding and Applying the Worker Protection Standard (WPS)	2113884



Date: 7/17/14

TITLE: Standard Operating Procedure for Employee Safety Training

SOP ID: 001

Revised: 12/18/19

4.2. The following are examples of equipment employees should receive training for internally. The examples are not all-inclusive and will vary from center to center.

Table Saw	Chop Saw	Hand Tools	Power Hand Tools
Radial Arm Saw	Portable Grinder	Grinders	Drill Press
50-ton Press	Horizontal Band Saw	Vertical Band Saw	Iron Worker
Lathe	Arc Welder	Oxy-acetylene cutting/welding torch	Oxy-acetylene Pattern Cutter
Spot Welder	Power Washer	Sand Blaster	Paint Spray Gun
Trucks and Trailers	Winches	Tractors and Related Agriculture Equipment	Specialized Machinery/Equipment

4.3. Additional training requests should be made through the AgriLife Safety Coordinator.