



TEXAS TECH UNIVERSITY
Operations Division

EMPLOYEE TRAINING GUIDE

Mandatory Courses & Refresher Descriptions

The following information provided in this guide is subject to change as a result of policy changes.

Operations Division Planning & Training

<p>All Employees Full-Time, Part-Time, Student Assistants and Temporary</p>	<p>Chemical Hygiene Plan (EEO) Equal Employment Opportunity: Initial & Refresher Hazard Communication Safety Awareness Radio Frequency Awareness Title IX: Initial & Annual Refresher</p>
<p>All Employees Full-Time & Part-Time Benefit Only</p>	<p>Alert Driving - Designated Employee by Risk Management New Employee Orientation - Departmental New Employee Orientation - Institution Customer Service - Tech Cares Professionalism in the Workplace QPR - Suicide Prevention STOP for Each Other: Initial Refresher Workplace Violence Prevention</p>
<p>All Employees Supervisors Only</p>	<p>Leadership Series - 3 Modules STOP for Supervisors: Initial & Refresher Substance Abuse Awareness</p>
<p>Business Services In addition to trainings listed above</p>	<p>Hazardous Material Handling - All MailTech & Warehouse employees Procure to Pay - All business office personnel reconcile Procure Card Training - All business office personnel reconcile State of Texas Basic Public Purchasing - Buyers Only TechBuy</p>
<p>BMC Personnel In addition to trainings listed above</p>	<p>2 HR Asbestos Awareness: Initial/Refresher Arc Flash CPR/First Aid/AED – Electric Shop Only Forklift/Refresher- Designated Employees by Director Hazardous Material Shipping - Designated Employees by Director Hilti - Designated Employees by Director Lockout/Tagout Respirator Protection & Fit-Testing - Designated Employees by Director Snorkel - Designated Employees by Director</p>
<p>Custodial Personnel In addition to trainings listed above</p>	<p>2HR Asbestos Awareness: Initial/Refresher</p>
<p>Engineering Personnel In addition to trainings listed above</p>	<p>Arc Flash 2HR Asbestos Awareness: Initial/Refresher - Designated Employees by Director Lockout Tagout Confined Space</p>
<p>Grounds Personnel In addition to trainings listed above</p>	<p>2HR Asbestos Awareness: Initial/Refresher Respirator Protection & Fit-Testing - Designated Employees</p>
<p>Planning & Administration Personnel In addition to trainings listed above</p>	<p>2HR Asbestos Awareness: Initial/Refresher - Designated Employees by Director</p>
<p>Utilities In addition to trainings listed above</p>	<p>Arc Flash 2HR Asbestos Awareness: Initial/Refresher Confined Space Entry CPR/AED/First Aid Driving Distraction Fire Safety Lockout/Tagout Refrigeration Certification Utility Operator I&II</p>

LICENSE CEU REQUIREMENTS FOR EMPLOYEES WHO HAVE CURRENT LICENSES

BMC – LICENSES

TYPE OF LICENSE	CEUs
APPA CFP	120 within 4 years
Asbestos Contractor	8 per year
Asbestos Transporter	8 per year
Fire Alarm	8 per year
Hazardous Waste Operator	8 per year
HVAC Refrigeration	8 per year
RFCI : Asbestos Floor Tile	4 per year
State of Texas Electrician	4 per year
State of Texas Asbestos Abatement	40 per year
State of Texas Elevator Inspector	8 per year
State of Texas Plumber	6 per year

BUSINESS SERVICES – LICENSES

TYPE OF LICENSE	CEUs
Certified Texas Purchaser	24 per year

ENGINEERS SERVICES – LICENSES

TYPE OF LICENSE	CEUs
Engineers	15 per year
Architects	18 per year

GROUNDS MAINTENANCE – LICENSES

TYPE OF LICENSE	CEUs
Irrigation License	8 per year
Backflow Prevention Assemble Tester	8 per year
UST On-Site Supervisor A & B	8 every 3 years
Arborist	10 per year
TDA	5 per year
Landscape Architect	12 per year
CDL	12 per year

BUSINESS

Procure to Pay

The Procure-to-pay class is a comprehensive training class that guides faculty and staff on the processes necessary for purchasing and payment of goods and services. This class is recommended for anyone who will be purchasing by either using the TechBuy purchasing system or by pcard (purchasing rules still apply to pcard transactions). The class will also cover the matter of obtaining discounted pricing, obtaining quotes, contract process overview, the receiving and paying of goods and services, and managing purchasing encumbrances. This class will help explain the “why” behind the processes and procedures required for the purchase and payment of goods and services.

- Mandatory: All business office personnel (reconcile)
- Class Time: 1 hour
- Facilitator(s): AFISM

Max participants: TBA prior to class, waitlist available

Procure Card Training

This is a mandatory class for Reconcilers of the procurement card. Learn the Procurement Card guidelines and reconciliation policies and procedures. This class will show you how to access the pcard online bank system in order to review and reconcile your cardholder's transactions.

- Mandatory: All business office personnel (reconcile)
- Class Time: 1 hour
- Facilitator(s): AFISM

Max participants: TBA prior to class, waitlist available

State of Texas Basic Public Purchasing

The course is designed to demonstrate a general knowledge of Texas public purchasing requirements, perform purchasing responsibilities in an ethical manner, FACCS, Pass BPP mini quiz and more.

- Mandatory: Buyers only
- Class Time: 16 hour
- Facilitator(s): Texas State Comptroller's Office

Max participants: TBA prior to class, waitlist available

TechBuy Shopper

If you are looking for TechBuy Training this is the class for you. This class is offered for those who have no approval authority, simply the role of Shopper in TechBuy. You will be introduced to the TechBuy system and be able to practice within a test environment. Settlement (receiving) in TechBuy is also introduced during this class.

- Mandatory: Buyers only
- Class Time: 1 hour
- Facilitator(s): AFISM

Max participants: TBA prior to class, waitlist available

HUMAN RESOURCES

Equal Employment Discrimination & Prevention of Sexual Harassment

EEO Non-Discrimination Training for TTU Employees is a class is for non-supervisory employees. This is an instructor-led training, (ILT), class.

This class is required by the State of Texas. All paid employees must complete the course within the first 30 days of hire and then complete refresher training once every two years.

The class reviews Texas Tech's policies and procedures relating to employment discrimination, including sexual harassment.

- Mandatory: All Staff: Within first 30 days of hire
- Class Time: 1 hour
- Facilitator(s): Human Resource Talent Management

Equal Employment Discrimination & Prevention of Sexual Harassment Refresher

Employees will be notified when the refresher training time period expires. The course may be taken in an instructor-led training, (ILT), or in an online course (EEEE0100).

- Mandatory: Annual; All Operations Division Personnel
- Class Time: 1 hour
- Facilitator(s): Safety and Planning & Training personnel

HRTD New Employee Training

The New Employee Orientation event provides information about current TTU operations and structure. Participants will hear from key university leaders, learn about departments that provide services to employees, learn about Texas Tech traditions and culture, and meet other new employees. The New Employee Orientation is designed to help the employee make a quick and successful transition as a new employee at Texas Tech University.

- Mandatory: All Staff: Within first 30 days of employment
- Class Time: 8 hour
- Facilitator(s): Human Resource Talent Management

HR – Benefits Orientation

Participants will be able to describe and make an informed decision about benefits (i.e., Health Insurance, Dental Insurance, Accidental Death and Dismemberment, Optional Life insurance, Dependent Life insurance, Long Term Disability, Short Term Disability, retirement benefits, leave, etc...

- Mandatory: All Benefit eligible: First 30 days of employment
- Class Time: 1 hour
- Facilitator(s): Human Resources

HRTD Leadership Series

The new LEADERSHIP Series is designed to provide Texas Tech University leaders (those overseeing the performance of others) with information, resources and expertise to meet the challenges of leading a team of employees in a rapidly growing, academically challenging, research focused university.

- Mandatory: All Supervisors: Within first 30 day of hire or promoted to supervisor position
- Class Time: 12 hour
- Facilitator(s): Human Resource Talent Management

Operations Division NEO

Department New Employee Orientation is to introduce the new employee to the company and to explain the company's purpose, scope and mission. This is an important day for the new employee, and the orientation should help create a sense of identity and a sense of pride in being a part of the organization.

- Mandatory: All Staff: First day of employment
- Class Time: 5 hour
- Facilitator(s): P/T, Safety and Resources

QPR Gatekeeper

QPR stands for Question, Persuade, and Refer, three skills that can help save a life from suicide. Participants will learn about the prevalence of suicide on college campuses as well as about emotional, situational, and behavioral contributors to suicidal thinking. Participants will also be taught to recognize the warning signs of suicidal thinking and behavior and to intervene with suicidal individuals to get help.

- Mandatory: All Staff: Completed during HRTD New Employee Orientation
- Class Time: 1 hour
- Facilitator(s): TTU Student Counseling Center/HRTD

Title IX

As of July 1, 2015, pursuant to Title IX, The Clery Act, and Title VII, all faculty, staff, and student employees must complete the online Mandated Reporter Training for Employees available through the university's learning management system

- Mandatory: All Staff: Initial completed within first 30 days of employment
- Class Time: 1 hour
- Facilitator(s): Planning & Training, TTU Talent Management

Utility/Courtesy Cart Safety

Texas Tech University Utility/Courtesy Cart Safety training provides the following learning objectives: *Gain an awareness of law and policy *Understand the steps and necessity of a Pre-Trip check *Review driving instructions *Know how to parking and leave a cart *Understand and know how to manage the unique circumstances of driving on campus Participants must contact Texas Tech University Risk Management Office and request a drug screening test and provide proper documentation to be added to the approved drivers list

- Mandatory: Designated Employees
- Class Time: 1 hour online
- Facilitator(s): TTU Risk Management

SAFETY

Arc Flash

This course is designed to focus on workplace electrical safety and the application of industry consensus based Standards to effectively manage the electrical hazards of arc flash and shock..

- Mandatory: Utilities select BMC/Paint, select BMC/Electric personnel
- Class Time: 1 hour/Annual
- Facilitator(s): P/T personnel

Max participants: No maximum

2 Hr. Asbestos Awareness

This course equips you with the uses and forms of asbestos in buildings, the health effects of exposure to asbestos, potential locations of asbestos-containing materials (ACBM) and recognition of deteriorating or damaged ACBM's.

- Mandatory: BMC, Engineering, Planning & Administration and Utilities
- Class Time: 2 hour initial
- Facilitator(s): Mike Toombs (EH&S)

Maximum Participants: 15 – 20 depending on the room size

Asbestos Awareness Annual Refresher

This is a 30-minute class providing updated information regarding the forms of asbestos in buildings, health effects of exposure to asbestos, potential locations of asbestos-containing materials (ACBM) and recognition of deteriorating or damaged ACBM's.

- Mandatory: BMC, Engineering, Planning & Administration and Utilities
- Class Time: 30 minutes class or Online @ <http://www.depts.ttu.edu/ehs/Web/TrainModDesc.aspx#AsbAwa>
- Facilitator(s): Mike Toombs (EH&S)

Max participants: No maximum

CPR/AED/First Aid

This training provides the ability to recognize life-threatening emergencies, provide CPR, use and AED and relieve choking in a safe, timely and effective manner.

- Mandatory: BMC Electric and Utilities; Initial and every two years after to maintain certification
- Class Time: 4 hour classroom
- Facilitator(s): Health & Safety Solutions representative

Max participants: 15 per class

Forklift Training Certification

Provides procedures for loading and stabilizing a forklift; learn to identify unsafe work environments and responding to forklift emergencies, including how to respond and consequences of unsafe operation.

- **Mandatory:** Personnel who are required to operate forklift
- **Class Time:** 1 hour online and 1 hour hands-on or in the event of an accident after certification
- **Facilitator(s):** Matt Roe or Bobby Barr (EH&S)

Max participants: 10 per hands-on class

Forklift Refresher

Refreshes staff on procedures for loading and stabilizing a forklift, learn to identify unsafe work environments and responding to forklift emergencies, including how to respond and consequences of unsafe operation.

- **Mandatory:** Personnel who are required to operate forklift
- **Class Time:** 1 hour online every three years
- **Facilitator(s):** Matt Roe or Bobby Barr (EH&S)

Max participants: No maximum

Hazard Communication

This training delivers personnel with the basics of the Hazard Communication Standard, the right-to-know of hazards and identities of the chemicals they are exposed to in the workplace. It provides information on the use of the Dolphin Right to Know MSDS database, chemical inventory lists and personal protective equipment.

- **Mandatory:** All Operations Division personnel
- **Class Time:** 1 hour initial
- **Facilitator(s):** Matt Roe (EH&S)

Hazard Communication Annual Refresher

This training offers personnel with the information regarding the Hazard Communication Standard, the right to know of hazards and identities of the chemicals they are exposed to in the workplace. It provides information on the use of the Dolphin Right to Know MSDS database, chemical inventory lists and personal protective equipment.

- **Mandatory:** All Operations Division personnel
- **Class Time:** 1 hour classroom and/or online
- **Facilitator(s):** Safety personnel

Hazardous Material Shipping

This course provides training in the shipment/receiving of Hazardous materials.

- **Mandatory:** Every two years; MailTech, select Material Resources personnel
- **Class Time:** 4 hour
- **Facilitator(s):** Matt Roe (EH&S)

Hearing Conservation

This course is designed to identify the causes of hearing damage and describes how to avoid exposure to excessive noise.

- Mandatory: Utilities select BMC/Paint, select BMC/Electric personnel
- Class Time: 1 hour/Annual
- Facilitator(s): P/T personnel

Hilti

Provide proper procedures that identify the hazards and safety usage associated with use of the tool.

- Mandatory: Initial; For personnel who are required to use Hilti tools
- Class Time: 1 hour classroom
- Facilitator(s): Hilti Representative

Max participants: 20 - 40 maximum

Lockout/Tagout

Identify the purpose and function of the energy control program and have the knowledge and skills required for the safe application, usage and removal of the energy control devices.

- Mandatory: Annual; BMC, Engineering and Utilities
- Class Time: 1 hour classroom, online or webinar
- Facilitator(s): Safety and Planning & Training personnel

Max participants: 20

Respiratory Protection

This course provides the measures necessary to safeguard your health and safety by minimizing exposure to air contaminated with harmful dusts, fogs, fumes, mists, gases, smoke, sprays, or vapors.

- Mandatory: Annual; Select personnel in the Respiratory Program
- Class Time: Online
- Facilitator(s): Bobby Barr (EH&S)

Max participants: No Maximum

Respirator Fit-Testing

This class trains on the proper fitting of a respirator, cleaning, maintaining and storing.

- Mandatory: Annual; Select personnel in the Respiratory Program
- Class Time: 1 hour in person; Respiratory Protection Online Training pre-requisite
- Facilitator(s): Bobby Barr (EH&S)

Max participants: 3 per hour

Radio Frequency Awareness (RF)

Basic Technical understanding and overview of FCC regulations and compliance issues, hazard recognition awareness of RF exposure.

- Mandatory: All Staff, Temporary Employees & Student Assistants
- Class Time: 1 hour

Facilitator(s): Planning & Training

Snorkel

Hands-on driving training on proper operation of a lift platform, training will include testing to demonstrate competence.

- Mandatory: Initial; BMC Electric shop
- Class Time: 1 hour
- Facilitator(s): Bobby Barr (EH&S)

Max participants: 3 per hour

STOP for Each Other

This class helps participants look at safety in a new way, so they can help themselves and their co-workers work safely. The program encourages a mindset where safety is a discussion that takes place every day, not just when completing a formal observation.

- Mandatory: Initial; All Operations Division Personnel
- Class Time: 8 hour
- Facilitator(s): Safety and Planning & Training personnel

Max participants: 20 - 40

STOP For Each Other Refresher

- Mandatory: Annual; All Operations Division Personnel
- Class Time: 1 hour
- Facilitator(s): Safety and Planning & Training personnel

Max participants: 20 - 40

STOP for Supervisors

This behavior-based training program helps build supervisors' safety observation and communication skills, enabling constructive discussions with employees about safe and unsafe work practices.

- Mandatory: Annual; All Operations Division Personnel in Supervisory Position
- Class Time: 8 hour
- Facilitator(s): Safety and Planning & Training personnel

Max participants: 20 - 40

STOP for Supervisor's Refresher

- Mandatory: Annual; All Operations Division Personnel in Supervisory Position
- Class Time: 1 hour
- Facilitator(s): Safety and Planning & Training personnel

Max participants: 20 – 40