

Environment of Care Training Curriculum 2011

	<u>COURSE TITLE</u>	<u>DURATION</u>	<u>DEPARTMENTS WHO REQUIRE THIS COURSE</u>	<u>REQUIRED FREQUENCY</u>	<u>CLASS DESCRIPTION</u>	<u>TRAINING SCHEDULE</u>
1	Hazardous Waste Management - For Environmental Services Waste Handlers	1 hr	Environmental Services Waste Disposal Attendants Only, Building Services	Onboarding (60 days), Annually	-Classification of hazardous waste versus non hazardous waste -How to properly accumulate waste on-site -How to prepare hazardous waste for off-site shipment -How to store, label and inspect hazardous waste and universal waste -Identify who to call in the event of questions, emergency response and reporting procedures, the tools that are available to all NYP Facilities -How to prepare hazardous waste manifests and land disposal notices -How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities	Offered Monthly

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2	Hazardous Waste Management - For Laboratory Staff	1 hr	All Laboratory Staff	Onboarding (60 days), Annually	<ul style="list-style-type: none"> -Classification of hazardous waste versus non hazardous waste -How to properly accumulate waste on-site -How to prepare hazardous waste for off-site shipment -How to store, label and inspect hazardous waste and universal waste -Identify who to call in the event of questions, emergency response and reporting procedures, the tools that are available to all NYP Facilities -How to prepare hazardous waste manifests and land disposal notices -How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities 	Offered Monthly

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3	Hazardous Waste Management - For Facilities	1 hr	All Facilities Staff	Onboarding (60 days), Annually	<ul style="list-style-type: none"> -Classification of hazardous waste versus non hazardous waste -How to properly accumulate waste on-site -How to prepare hazardous waste for off-site shipment -How to store, label and inspect hazardous waste and universal waste -Identify who to call in the event of questions, emergency response and reporting procedures, the tools that are available to all NYP Facilities -How to prepare hazardous waste manifests and land disposal notices -How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities 	Offered Monthly

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4	Hazardous & Universal Waste Management - For Pharmacy	1 hr	All Pharmacy Staff	Onboarding (60 days), Annually	<ul style="list-style-type: none"> -Classification of hazardous waste versus non hazardous waste -How to properly accumulate waste on-site -How to prepare hazardous waste for off-site shipment -How to store, label and inspect hazardous waste and universal waste -Identify who to call in the event of questions, emergency response and reporting procedures, the tools that are available to all NYP Facilities -How to prepare hazardous waste manifests and land disposal notices -How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities 	Offered Monthly

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5	Hazardous Waste Management - For Nursing	1 hr	All Nursing Staff	Onboarding (60 days), Annually	<ul style="list-style-type: none"> -Classification of hazardous waste versus non hazardous waste -How to properly accumulate waste on-site -How to prepare hazardous waste for off-site shipment -How to store, label and inspect hazardous waste and universal waste -Identify who to call in the event of questions, emergency response and reporting procedures, the tools that are available to all NYP Facilities -How to prepare hazardous waste manifests and land disposal notices -How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities 	Offered Monthly

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6	Hazardous Waste Management - For Other	1 hr	Biomed, IT	Onboarding (60 days), Annually	<ul style="list-style-type: none"> -Classification of hazardous waste versus non hazardous waste -How to properly accumulate waste on-site -How to prepare hazardous waste for off-site shipment -How to store, label and inspect hazardous waste and universal waste -Identify who to call in the event of questions, emergency response and reporting procedures, the tools that are available to all NYP Facilities -How to prepare hazardous waste manifests and land disposal notices -How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities 	Offered Monthly

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5	Universal Waste Management	30 min	All Staff	Onboarding (60 days), Annually	-How to classify, store, and prepare universal waste for off-site shipment -How to classify, store, and prepare e-waste for off-site shipment -Identify who to call in the event of questions, emergency response and reporting procedures and the tools that are available to all NYP Facilities	Offered Monthly
6	Bloodborne Pathogen Handling	1 hr	All staff/faculty exposed to blood or body fluids.	Onboarding (60 days), Annually	-Description of the OSHA Bloodborne Pathogen Standard -Understanding common modes of transmission and methods of preventing exposure; biohazard labeling requirements; personal protective equipment.	Offered Monthly
7	Chemical Hygiene and Laboratory Safety	2 Hours	Any individuals who work in research, teaching or clinical laboratories.	Onboarding (60 days), Annually	Class covers the review of: -Potentially hazardous chemicals in the workplace; -Chemical labeling and its meaning; -Location of MSDS material in the workplace; -How to use the MSDS - the health hazard, physical hazard, environmental protection, and special protection sections of the MSDS; -The appropriate protective clothing and demonstrate its use; -Demonstrate emergency procedures in the event of a hazardous chemical spill; -The environmental monitoring protocols.	Offered Monthly

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7	International Air Transport Association (IATA) - Shipping By Air	1 Hour	All employees who will need to package, ship, or receive infectious materials or biological substances.	Onboarding (60 days), Every 2 years	-Describes the basics of the International Air Transport Association's (IATA) and its Dangerous Goods Regulations (DGR) -Awareness of Hazardous Materials -Responsibilities in Packaging, Shipping, or Receiving Hazardous Materials -Shipping and Packaging Infectious Substances and Biological Specimens.	Offered Monthly
8	Hazardous Materials Awareness Training (RCRA & DOT)	2-3 hrs	All individuals who work with hazardous materials (chemicals, radioactive material and/or biohazardous materials)	1st six months of hire/ and annually thereafter	-Describes the individual's responsibilities for complying with environmental protection standards and transportation of hazardous materials -The Department of Transportation (DOT) and Environmental Protection Agencies (EPA's) Resource Conservation & Recovery Act (RCRA) requirements and acceptable methods for hazardous waste disposal are discussed.	Offered Annually

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9	Hazardous Waste Operations and Emergency Response (HAZWOPER)	2-3 hrs	EHS Staff, Central Sterile and Facilities who are Emergency Responders	1st six months of hire/ and annually thereafter	PER OSHA's Hazardous Waste Operations and Emergency Response standard: <ul style="list-style-type: none"> -awareness and promotion of safety among employees who may be exposed to chemical hazards in the work-site. -ensure that employees operate in the safest possible manner in situations where contact with potentially hazardous materials is likely. 	Offered Annually
10	Hazard Communication (Specific)	1 hr	All employees who are exp	INITIALLY (1st 90 days) & ANNUALLY	This class covers specific information on the specific chemicals or work place hazards that employees are exposed to. Specific hazard information is covered, including where exposure to this hazard can occur, appropriate PPE and engineering controls, requirements for labeling, recognition of symbol(s) used to represent specific hazards, the hazard communication plan, where to find chemical lists, Material Safety Data Sheets (MSDS), safe work practices and emergency procedures.	Offered Monthly
11	Radiation Safety	1 Hour	To meet regulatory requirements, radioactive materials users who are new to NYP must receive training on the safe handling of radioactive materials.	1st 30 days and ANNUALLY	This training program will address: (1) NYP specific radiation safety policies and procedures, (2) Proper handling, storage and use of radioactive materials and (3) Spill clean up procedures.	Offered Monthly