Memorandum

To: EH&S Directors
   Campus Risk Managers
   Provosts
   Campus Human Resource Directors

From: Charlene Minnick, Assistant Vice Chancellor
   Systemwide Risk Management and Public Safety

Date: January 9, 2013

Re: Training – Academic Personnel Systemwide Audit Report 11-63

The CSU must comply with collective bargaining agreements, systemwide mandates, and Board of Trustee policies, as well as major federal and state laws that could affect the academic personnel function. Such laws include, but are not limited to, Title VII of the Civil Rights Act of 1964, the Political Reform Act of 1974, Assembly Bill 1825 (passed in 2004), and other state regulations addressing topics such as safety, harassment, and nondiscrimination in the workplace.

EO 1039, CSU Occupational Health and Safety Policy, states that campuses shall develop, implement, and maintain a health and safety program that includes, but is not limited to, an employee health and safety training program that ensures employees receive adequate training for the task they are performing and/or that is included in the job description/scope of work.

Failure to ensure that faculty completes basic safety training, and refresher training as appropriate increases the risk that employees will not be fully aware of CSU safety procedures and requirements, thereby increasing the risk of injury to our personnel and/or others.

The purpose of this memorandum is to remind campuses of the requirement that they are familiar with the nature and extent of mandated training, document their understanding of the nature and extent of mandated training for all CSU employees, (such as injury and illness prevention, defensive driver training) and that said training is provided and documented.