Vivid Learning Online Safety Training

State and Federal regulatory requirements, as well as University policy, require that employees receive general and job specific safety training to help maintain an environment that is free from potential health and safety hazards. WCU's Safety & Risk Management Office administers this training using a third-party platform, *Vivid Learning Systems*.

Employees will receive emails directly from customerservice@learnatvivid.com.

The following general awareness training classes are required for all WCU employees:

- Emergency and Fire Preparedness (1)
- Portable Fire Extinguisher Safety (1)
- Hazard Communication Overview (0)
- Slips, Trips, & Falls Overview (0)
- First Aid Fundamentals (0)
- Indoor Air Quality (0)
- Back Safety & Injury Prevention (0)

The number following each class represents how often the training will be required. For example, a (0) indicates an initial class only, a (1) indicates an initial training and a refresher course annually, a (2) indicates an initial course and a refresher course every two years, and so on. The frequency of refresher training is mandated by regulatory agencies including but not limited to OSHA, EPA, NC Fire Code, and NC OSHR (Office of State Human Resources).

Additional courses are assigned based on a risk assessment to provide hazard specific training for employees working with chemicals, biological agents, hazardous machinery, etc. Depending on the employee's job duties and risk assessment, the following training may also be required:

- OSHA Work Related Injury and Illness Recordkeeping (0) & Incident Investigation (0) for employees with supervisory responsibilities.
- Office Ergonomics (0) for employees who have an office space and abundant computer work.
- University Laboratory Safety (2) for employees who work in research and/or teaching laboratories utilizing chemicals, biological agents, or hazardous equipment.
- Chemical Safety (3) for employees who work with hazardous chemicals.
- Biosafety (2) for employees who work with infectious biological materials.
- Bloodborne Pathogens (1) for employees who may be exposed to human blood, body fluids, or other potentially infectious materials derived from humans.
- Radiation Safety (5) for employees handling radioactive material or radiation producing equipment.
- Laser Safety (5) for employees working with open-beam Class 3b or 4 lasers.
- Formaldehyde Safety (3) for employees handling formaldehyde preserved specimens and cadavers.
- Compressed Gas Safety (3) for employees who transport and connect gas cylinders.
- Distracted Driving (2), Driver Safety (2), and Passenger Van Driver Safety (0) for employees who drive University owned or leased vehicles.
- Other courses to be determined based on a hazard assessment.

Hazard Assessment Training Determination Form: All employees (faculty, staff, paid student workers & graduate students) who work in laboratory/clinical/studio areas are required to submit the Hazard Assessment Training Determination Form. This form is used to identify potential hazards associated with their work at WCU and assign relevant training courses. The hazard assessment form should be resubmitted when job duties change and hazards are either introduced or removed so the training can be adjusted accordingly.

Employees who do not have any of the job hazards listed on the assessment are NOT required to submit the form (i.e. administrative support, faculty, or staff who only work in an office setting or classroom). They will automatically be enrolled in the training and will receive the core set of general awareness courses discussed previously.

Training Course Schedule:

The courses are assigned on a rolling schedule with approximately 2-4 courses per month depending on the employee's job duties. VIVID Learning will notify each participant as to the course start/end dates and will also send reminders as necessary until the courses are completed. Training records are available to supervisors upon request to the Safety & Risk Management Office.

Please review the frequently asked questions section below and contact the Safety and Risk Management Office (828-227-7443) if you have any additional questions.

Frequently Asked Questions

1. **What is my password?** You will receive an email from customerservice@learnatvivid.com containing your login details.
2. **What does approximately 4 courses a month really mean?** The courses are scheduled with staggered start dates and the actual number assigned each month depends on your job description and hazard assessment. The timelines vary to avoid overloading certain individuals with too many courses due each month. Please contact your training administrator in Safety and Risk Management if you would prefer to adjust the schedule and have all courses available at one time.
3. **How will I know how many classes have been assigned to me?** Login to your training profile with the user ID & password assigned by Vivid. The "Incomplete Courses" tab indicates the current courses that are due. The "Completed Courses" tab indicates the courses you have finished and this is where you can view/print your certificates. The "Training Status Report" tab lists all the courses assigned to your profile, as well as the time spent on training and completion dates.
4. **Do personnel who do <u>not</u> actually work in a laboratory/clinical/studio area (Administrative, Office Faculty, etc.) have to submit the Hazard Assessment Training Determination Form?** No, if employees do not have laboratory, clinical, or studio duties and are not exposed to the hazards listed on the assessment form, then they do NOT need to submit the form. They are automatically enrolled and assigned the core list of required courses discussed previously.
5. **Do adjunct instructors and other temporary or part-time employees have to complete the training?** Yes, anyone receiving a paycheck from WCU is required to complete the training.

6. **Are employees who only teach remotely and never work on campus required to complete the training?** No, employees who do not work on campus are exempt from the training requirement. Please contact your training administrator in Safety and Risk Management to inform them of your status.

7. **If someone is assigned to teach a lecture only in the Fall semester but in the Spring semester may be assigned to teach in a laboratory, when should they take the training?** Submit the Hazard Assessment Training Determination Form based on the job description even if duties are assigned at different times of the year. It is safer to be prepared ahead of time. If the duties will no longer be applicable to the employee, then resubmit the assessment form to have the training adjusted accordingly.

8. **Do undergraduate students, volunteers, and other unpaid personnel working in a laboratory or studio submit the Hazard Assessment and complete the Vivid training?** No, unpaid personnel are not currently enrolled in the Vivid Learning Systems training; however, the supervisor is required to provide direct hands-on safety training as applicable to their activities. The supervisor should document this training. Please contact Safety and Risk Management for guidance and training resources.

9. **What should I do if I experience technical difficulties with the training?**
    Contact Vivid Customer Service by email (customerservice@learnatvivid.com) or phone (1-800-956-0333) if you experience technical issues.
    Here are some steps to take if the videos do not progress properly or the exams do not become available after viewing the video sections:

    - Check your browser, Chrome or Firefox work the best with this software
    - Clear your browsing history/cache
    - Ensure that you click on all the links and answer all the questions throughout the training
    - Ensure that you can see the arrows at the bottom of the video to click on and progress through each section. If necessary, minimize the screen and scroll down to see the arrows. Each section will indicate a green checkmark if everything is progressing properly. The final exam will only become available when all sections are completed with a green check mark.