



EHS Written Practice Directive

EHS Training

Division: Administration & Finance
Department: Environment, Health, and Safety
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Authority:

CSU Executive Order 1039: Environmental Health & Safety Policy
Cal/OSHA Title 8 Section 3203 Injury Illness Prevention Program

Objective:

To define a written process for providing EHS training.

Statement:

The CSU has provided a learning management system (LMS) called CSU-Learn to identify, assign, track, and document EHS training. This directive describes a summary of the steps for using CSU-Learn that is described by the [attached process flowchart](#).

Procedures:

1. After downloading the CSU EHS Master Training Matrix, review the audience groups across the top of the matrix and add any groups that are part of your organization that require EHS training and are missing from the matrix.
2. Obtain a list of job, department, and organization codes that apply to your organization and distribute them into the audiences that have been described. If you have job codes that do not fit into the audiences already described, you may need to create an additional audience group.
3. Review the training courses along the left side of the matrix. If your organization has EHS training courses that are not on the matrix add them to the matrix along with links to appropriate regulatory requirements and training materials.
4. Identify on the matrix which courses apply to which audiences.
5. Attend training by CSU System-wide Learning & Development to learn how to, and get authorization to, assign training using CSU-Learn.
6. Identify which members of each training audience must take each course and assign the course to them within CSU-Learn.