



Safety Training Form

****This form is required for all new lab workers, lab workers moving to a different lab, lab workers working with a different supervisor, or those who do not have one on file with OLFS****

Lab supervisors/principal investigators – Please list all lab spaces you/your workers will be working in on the form below, as training requirements can vary from space to space. OLFS needs all rooms listed to ensure accuracy and up to date files. If you are filling out this form for yourself, please review the training courses in this table and mark which trainings are applicable to you. If you are filling out this form with your lab workers, please review the training courses and assess which courses workers are required to complete based on hazards in the lab. Check the box for each required training module.

Online Training:

If you have never completed training in SAP SuccessFactors: This form **MUST** be completed and submitted with the electronic access request (link below). This applies to ALL lab workers (faculty, staff, students, etc.).

If you have completed training in SAP SuccessFactors: Your account may still be active and an electronic access request may not be necessary. Please submit this completed form via email to labfieldsafety@cmich.edu and OLFS will respond regarding your training status.

Follow the link below to visit the OLFS training page, access the SAP SuccessFactors online training instructions, and submit an electronic access request if needed.

[OLFS Online Training Instructions](#)

Lab Worker Name:

Global ID and #:

Department/Group:

Supervisor:

Building:

Room #'s:

| Name of Training | Requirement | Frequency | Select Required Training |
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| Aerosol Transmissible Disease | Advised for individuals who use aerosolizing procedures in their work with biological hazards. | Annually | |
| Biosafety Awareness | Required for individuals who work in a BSL2 environment, but who do not work with BSL2 agents. Door signs will reflect BSL2 designation. | Initial training and retraining as necessary | |
| Bloodborne Pathogens | Required for individuals with exposure to sharps, blood, and other potentially infectious material. This includes scalpels, syringes, and razors. | Annually | |
| Chemical Spill Response and Cleanup | Required for individuals with responsibility cleaning up incidental chemical spills. | Initial training and retraining as necessary | |
| Compressed Gas Cylinder Safety | Required for individuals who label, store, handle, transport, or change out regulators on compressed gas cylinders. | Every 5 years | |
| Flame Resistant Glove | Required for individuals who wear flame resistant gloves. | Initial training and retraining as necessary | |
| Flame Resistant Lab Coat | Required for individuals who wear flame resistant lab coats. | Initial training and retraining as necessary | |
| Formaldehyde Safety | Required for individuals who work with formaldehyde. Meets the training requirements of MIOSHA Part 306. | Annually | |
| Hazard Communication/Global Harmonized System | Required for non-laboratory workers who work with chemicals, such as individuals in Art and Design. | Annually | |
| Lab Safety | Required for individuals who work with hazardous chemicals in a laboratory setting. | Annually | |
| Laser Safety | Required for individuals who operate Class 3B or 4 lasers. | Every 2 years | |

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| Liquid Nitrogen Safety | Required for individuals who fill liquid nitrogen dewars. | Initial training and retraining as necessary | |
| Managing Pyrophoric Compounds | Required for individuals who work with pyrophoric compounds. Meets the training requirements of MIOSHA Part 431. | Annually | |
| Radiation Awareness | Required for individuals who do not work with radioisotopes, but who work near radioisotopes, and need to be aware of the potential hazards. | Initial training and retraining as necessary | |
| Radiation Worker | Required for individuals who work with radioisotopes. | Initial training then refresher annually | |
| Radiation Worker – Refresher | Required for individuals who work with radioisotopes. | Annually | |
| Radiation Safety – Bone Densitometer | Required for individuals who operate the DXA bone densitometer. | Annually | |
| Radiation Safety – XRD | Required for individuals who operate X-Ray Diffraction equipment. | Annually | |
| Radiation Safety – pXRF | Required for individuals who operate portable X-Ray Fluorescence equipment. | Every 5 years | |
| Respirator – Voluntary Use | Required for individuals who wear a respirator but are not required to. | Initial training and retraining as necessary | |
| Respiratory Protection | Required for individuals who are required to wear a respirator. | Annually | |
| Respiratory Protection – PAPR (classroom) | Required for individuals who wear a Powered Air Purifying Respirator (PAPR) | Initial classroom, then PAPR refresher annually | |
| Respiratory Protection – PAPR Refresher | Required for individuals who wear a Powered Air Purifying Respirator (PAPR) | Annually | |
| Shop Safety | Required for individuals who work in shops. | Initial training and retraining as necessary | |
| Waste Anesthetic Gas (WAG) Safety | Required for individuals who work with isoflurane. | Every five years | |