

## **Safety Training Form**

**If you have never completed training with OLFS:** this form **MUST** be completed and submitted along with the electronic request for access to SAP Success Factors Learning Management System (LMS). This applies to ALL lab workers (faculty, staff, students) requiring access to online safety training.

**If you last completed training with OLFS before January 1, 2018:** this form **MUST** be completed and submitted along with the electronic request for access to SAP Success Factors LMS. This applies to ALL lab workers (faculty, staff, students) requiring access to online safety training.

**If you have completed at least one training with OLFS since January 1, 2018:** your safety training records have migrated from the training database to SAP Success Factors LMS, and you are an active user in the new training system. No electronic request for access to SAP Success Factors LMS is necessary. You will only need to submit this form if you have changed supervisors and/or laboratories.

Lab Worker Name \_\_\_\_\_ Global ID \_\_\_\_\_

Department/Group \_\_\_\_\_ Building and room # \_\_\_\_\_

Supervisor \_\_\_\_\_

## Online Training

*Lab supervisors/principal investigators* – 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 the hazards in the lab. Check the right hand box to mark required training modules. Note: Follow the link to visit the OLFS training page and access the SAP Success Factors online training. [OLFS Online Training Instructions](#)

Name of Training	Requirement	Frequency	Mark required trainings
<a href="#"><u>Aerosol Transmissible Disease Training</u></a>	Required for individuals who work in a BSL3 environment. Note: This is a classroom training. The exam can be completed in Blackboard once the classroom training is completed.	Annually	<input type="checkbox"/>
<a href="#"><u>Biosafety Awareness Training</u></a>	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	<input type="checkbox"/>
<a href="#"><u>Bloodborne Pathogens Training</u></a>	Required for individuals with exposure to sharps, blood, and other potentially infectious material. This includes scalpels, syringes, and razors.	Annually	<input type="checkbox"/>
<a href="#"><u>Chemical Spill Response and Cleanup Training</u></a>	Required for individuals with responsibility for cleaning up incidental chemical spills.	Initial training and retraining as necessary	<input type="checkbox"/>
<a href="#"><u>Flame Resistant Glove Training</u></a>	Required for all individuals who wear flame resistant gloves.	Initial Training and retraining as necessary	<input type="checkbox"/>
<a href="#"><u>Flame Resistant Lab Coat Training</u></a>	Required for Individuals who wear flame resistant lab coats.	Initial Training and retraining as necessary	<input type="checkbox"/>
<a href="#"><u>Hazard Communication/Global Harmonized System</u></a>	Required for non-laboratory workers who work with chemicals, such as individuals in Art and Design.	Annually	<input type="checkbox"/>

<b><u>Lab Safety Training</u></b>	Required for individuals who work with hazardous chemicals in a laboratory setting.	Initial training, then "Lab Safety Refresher Training" annually	<input type="checkbox"/>
<b><u>Lab Safety Refresher Training</u></b>	Required for individuals who work with hazardous chemicals in a laboratory setting.	Annually	<input type="checkbox"/>
<b><u>Laser Safety Training</u></b>	Required for individuals who operate Class 3B or 4 lasers.	Every 2 years	<input type="checkbox"/>
<b><u>Liquid Nitrogen Safety Training</u></b>	Required for individuals who fill liquid nitrogen dewars.	Initial Training and retraining as necessary	<input type="checkbox"/>
<b><u>Radiation Awareness Training</u></b>	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	<input type="checkbox"/>
<b><u>Radiation Safety Refresher Training</u></b>	Required for individuals who work with radioisotopes.	Annually	<input type="checkbox"/>
<b><u>Radiation Safety Training- Bone Densitometer</u></b>	Required for individuals who operate the DXA bone densitometer.	Annually	<input type="checkbox"/>
<b><u>Radiation Safety Training-XRD</u></b>	Required for individuals who operate X-Ray Diffraction equipment.	Annually	<input type="checkbox"/>
<b><u>Radiation Worker Training</u></b>	Required for individuals who work with radioisotopes.	Initial training then "Radiation Safety Refresher Training" annually.	<input type="checkbox"/>
<b><u>Respirator Training- Voluntary Use</u></b>	Required for individuals who wear a respirator, but are not required to.	Initial training and retraining as necessary	<input type="checkbox"/>
<b><u>Respiratory Protection Training</u></b>	Required for individuals who are required to wear a respirator.	Annually	<input type="checkbox"/>
<b><u>Respiratory Protection – PAPR Training (initial training is classroom only)</u></b>	Required for individuals who wear a Powered Air Purifying Respirator (PAPR)	Initial classroom training then "Respiratory Protection – PAPR Refresher Training"	<input type="checkbox"/>
<b><u>Respiratory Protection - PAPR Refresher Training</u></b>	Required for individuals who wear a Powered Air Purifying Respirator (PAPR)	Annually	<input type="checkbox"/>

<b><u>Shop Safety Training</u></b>	Required for individuals who work in shops.	Initial Training and retraining as necessary	<input type="checkbox"/>
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Supervisor/Principal Investigator Name \_\_\_\_\_

Supervisor/Principal Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward the completed form to OLFS with the electronic request for access to SAP SuccessFactors. If you are already an active user in SAP Success Factors, then forward this completed form to OLFS, Foust 104 (labfieldsafety@cmich.edu).**