

# Appendix I Safety Training Form

Lab Worker Name \_\_\_\_\_

Department/Group \_\_\_\_\_

Global ID \_\_\_\_\_ Building and room # \_\_\_\_\_

Supervisor \_\_\_\_\_

## Lab specific safety training

*Lab supervisors/principal investigators* - Review the following topics with new workers before they begin any laboratory work. Orient the new worker to the lab space by covering each topic as it applies to the specific lab space. Mark N/A if the topic is not applicable.

Topic	Date Covered
Review of Safety Data Sheets (SDS) for chemicals used	
Review of CMU Chemical Hygiene Plan	
Required Personal Protective Equipment (PPE) and proper attire for the lab	
Lab Procedures <ul style="list-style-type: none"><li>• Proper use of chemical fume hood</li><li>• Chemical inventory and storage procedures</li><li>• Chemical waste procedures</li><li>• Conditions requiring supervisor approval (example: changes in a procedure that create a new hazard or increase the hazard)</li><li>• Designated chemical use areas</li><li>• Overview of hazards in the lab and control measures</li></ul>	
Review of Standard Operating Procedures (SOP's) required by the CMU Chemical Hygiene Plan (example: SOP required for carcinogens, reproductive toxins, pyrophorics, nanoparticles, etc. See Section VII of the CMU Chemical Hygiene Plan for details)	
Emergency Preparedness <ul style="list-style-type: none"><li>• Location of telephone, fire extinguishers, eyewash units, safety showers, first aid kits, chemical spill kits</li></ul>	
Emergency Notification <ul style="list-style-type: none"><li>• Explanation of 911 – Campus Police</li><li>• In non-emergency situations, if the injured person is unable to transport self, call CMU Police at 911 or 774-3081 for on-site assistance. Transportation of injured persons is to be done by qualified personnel only and not CMU Faculty or Staff.</li></ul> Other contact phone numbers	
Chemical Spill Response Procedures	
Additional site specific topics covered (list safety topics not listed above, but reviewed as part of the orientation) NOTE: Additional training opportunities are offered by Environmental Health & Safety <a href="http://www.cmich.edu/cmuehs">www.cmich.edu/cmuehs</a> .	

## Online training to complete on Blackboard

*Lab supervisors/principal investigators* - Review the list of 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 Blackboard training. [https://www.cmich.edu/office\\_provost/ORGS/Lab\\_Safety/Pages/Training.aspx](https://www.cmich.edu/office_provost/ORGS/Lab_Safety/Pages/Training.aspx)

Name of Training	Requirement	Frequency	Mark trainings to be completed by the new worker
<u><b>Biosafety Awareness Training</b></u>	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"/>
<u><b>Bloodborne Pathogens Training</b></u>	Required for individuals with exposure to sharps, blood, and other potentially infectious material. This includes scalpels, syringes, and razors.	Annually	<input type="checkbox"/>
<u><b>Chemical Spill Response and Cleanup Training</b></u>	Required for individuals with responsibility for cleaning up incidental chemical spills.	Initial training and retraining as necessary	<input type="checkbox"/>
<u><b>Ergonomics for the Laboratory Training</b></u>	Recommended for all lab workers. Topics include back safety, posture, pipetting, and other lab tasks that can cause musculoskeletal problems.	Initial training and retraining as necessary	<input type="checkbox"/>
<u><b>Flame Resistant Glove Training</b></u>	Required for all individuals who wear flame resistant gloves.	Annually	<input type="checkbox"/>
<u><b>Flame Resistant Lab Coat Training</b></u>	Required for Individuals who wear flame resistant lab coats.	Annually	<input type="checkbox"/>
<u><b>Hazard Communication/Global Harmonized System</b></u>	Required for non-laboratory workers who work with chemicals, such as individuals in Art and Design.	Annually	<input type="checkbox"/>
<u><b>Hydrofluoric Acid Safety Training</b></u>	Required for individuals who work with hydrofluoric acid.	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>Liquid Nitrogen Safety Training</u></b>	Required for individuals who fill liquid nitrogen dewars.	Annually	<input type="checkbox"/>
<b><u>Personal Protective Equipment Training</u></b>	Required for individuals who wear personal protective equipment that exceeds eye protection, lab coat, and gloves. This training gives an overview of protective clothing and equipment for the body, eye and face, hands, foot, hearing, and respiratory.	Annually	<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 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>Respiratory Protection Training</u></b>	Required for individuals who are required to wear a respirator.	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>Shop Safety Training</u></b>	Required for individuals who work in shops.	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>Laser Safety Training</u></b>	Required for individuals who operate Class 3B or 4 lasers.	Annually	<input type="checkbox"/>
<b><u>Aerosol Transmissible Disease Training</u></b>	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"/>

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this form, I acknowledge that I received a tour of the laboratory, I have reviewed and completed the training requirements, and I have been given the opportunity to ask questions.**

Worker Name: \_\_\_\_\_

Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward the completed record to the Office of Laboratory and Field Safety, Foust 104 (labfieldsafety@cmich.edu).**