

Individual Training Documentation

Name of Trainer: _____
 Training Material(s): _____
 Employee Name: _____
 Title: _____
 PI & Department: _____
 Work Location(s): _____
 Employee Signature: _____
 Date: _____

Initial Training: _____ I understand this training and agree to comply with safe work practices for my work area.
 Refresher Training: _____ *Training expires one year from the date noted.

A. General Safety: I have received instruction/information on the following:

General Safety	Yes	N/A
1. Emergency Contact Information - Emergency Medical Care locations		
2. Reporting Work-related Fatalities and Serious Injuries or Illnesses - Safety Net #121		
3. Knows the accident/injury response and report procedures (refer to the hazard-specific injury or exposure protocol)		
4. Knows location of First Aid Kit		
5. Knows the location of Emergency Eyewash Stations and Emergency Shower Stations: a. Emergency Eyewash and Shower Testing and Use - Safety Net #66		
6. Know the location of Fire Extinguishers and Emergency Fire Alarm Pull Stations		
7. Has read the departmental "Injury and Illness Prevention Plan" (IIPP) and Job Safety Analysis for Office and Lab Workers		
8. Has read the department Emergency Action Plan and Building Evacuation Guide (EAP) and knows where the assembly location is for the lab		
9. Building Temperature Extremes - Safety Net #30		
10. Pregnancy and The University Workplace - Safety Net #54		
11. Power Outages - Safety Net #109		
12. Required Postings - Safety Net #111		

B. Ergonomics: I have received instruction/information on the following:

Ergonomics:	Yes	N/A
1. Personal Computer Workstation Checklist - Safety Net #17		
2. Controlling Laboratory Ergonomic Risk Factors - Safety Net #27		
3. What You Should Know to Protect Your Wrists and Hands from Repetitive Motion Injury- Safety Net #41		
4. Keyboard and Mouse Use - Safety Net #96		

C. Laboratory Safety: I have received instruction/information on the following:

Laboratory Safety	Yes	N/A
1. Has read the UCD Campus Laboratory Safety Manual (Including the Chemical Hygiene Plan) a. Lab specific template for Chemical Safety (if applicable) b. Chemical Waste Management – Safety Net #8		

c. Spill kit and procedures – Safety Net #13		
d. Globally Harmonized System (GHS)		
e. Chemical Segregation – Safety Net #42		
f. Hazardous Chemical SOPs – lab specific based on hazards present in the lab		
2. Appropriate Personal Protective Equipment (PPE) available, based on a risk assessment		
3. Hazard Communication		
4. Biological Safety Class		
a. Biosafety Manual		
b. Biological Use Authorization (BUA) - specific to Principal Investigator		
c. Biological and Biohazardous Spill Response - Safety Net #127		
d. Safe Use of Biological Safety Cabinets training		
e. Effective Use of Autoclaves - Safety Net #26		
f. Safety Precautions for Cryogenic Liquids - Safety Net #58		
g. Compressed Gas Safety- Safety Net #60		
h. NIH guidelines in the lab		
i. Vacuum Line protection		
5. Bloodborne Pathogen Class		
a. Exposure Control Plan		
i. Hepatitis B waiver/consent		
b. Selecting Chemical Disinfectants - Safety Net #51		
c. Sharps and Needle Safety - Safety Net #3		
d. Aerosol Transmitted Biosafety Plan		
6. Transportation of Dangerous Goods		
a. Dangerous Goods Shipping for Infectious Substances and Dry Ice, Class 6.2 & 9		
b. DOT Security Awareness		
7. Medical Waste Class		
a. Medical Waste Management Plan		
b. Red Bag, Red Sharps and Pathology waste disposal		
c. Use of Chlorine Compounds as Disinfectants - Safety Net #68		
d. Antimicrobials are Pesticides - Safety Net #85		
8. Chemical Carcinogen Safety Class		
a. Carcinogen Use Authorization {CUA} - specific to Principal Investigator		
9. Radiation Safety Class		
a. Radiation Safety Manual		
b. Radiation Use Authorization (RUA) specific to Principal Investigator		
c. Radioactive Spills, Splashes, and Decon - Safety Net #37		
d. How to Monitor Your Lab for Radioactive Contamination - Safety Net #56		
e. How to Maintain An Inventory for Radioactive Materials in the Laboratory (SafetyNet #61)		
f. Radiation and Human Health - Safety Net #71		
10. Laser Safety Class		
a. Laser Protective Eyewear- Safety Net #73		
b. The Principal Investigator's Laser Safety Training Responsibilities - Safety Net #74		
c. Laser Safety Warning Signs and Labeling - Safety Net #75		
d. Safe Laser Practices - Safety Net #76		
e. Standard Operating Procedures for Lasers or Laser Systems - Safety Net #77		
11. Animal Care and Use (ACU)		
a. Protocol for Animal Care and Use - specific to Principal Investigator		
b. Animal Care and Use 101		
c. Lab Animal Skills		

d. Rodent Aseptic Technique		
e. Controlled Substances		
f. Know the zoonotic hazards that may be associated with the animal(s) this person will work on - reviewed the "Hazard Analysis Tool" information on EH&S website		
g. Completed and Submitted "Risk Assessment Form" to Employee Health Services		
h. Has read the Job Safety Analysis (JSA) for Animal Handlers		