

CMAVE New Employee Training Documentation for Non-Research Personnel*

(Revised 14 November 2019)

This form must be completed and provided to the Safety Office as a record of new employee training. An employee is not allowed to work with hazardous chemicals or equipment prior to training.

Research Leader _____ Supervisor _____

Assigned work areas _____

Training conducted by _____ Date: _____

(Print)

(Sign)

Topics covered (initial when complete or use N/A where appropriate):

____ *Rights and Responsibilities of Federal Employees* (document)

____ Lab and Location Safety

____ Workplace Fire Safety (OSHA YouTube video)

____ EMS

____ *Preventing Workplace Violence*

____ Hazard Assessment & PPE Certification (workplace ergonomics/reasonable accommodation)

____ Fire evacuation procedures

____ Safety equipment in building

____ Tornado emergency procedures

____ Waste disposal procedures

____ Reporting unsafe and unhealthful conditions

____ Ask employee if they have any disabilities that may affect their safety and ability to respond to an emergency (hearing impaired, blindness, physical limitation). Circle response YES NO. If YES, ensure measures are implemented to directly deal with these issues in an emergency

Employee statement:

I, _____, have completed all the training initialed above.

Signed _____ Date _____

*A copy of this completed training form is to be provided to the supervisor and retained by the Safety Office.