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.