

What? This document outlines the EH&S training classes required (◆) or recommended (●) for all personnel working in a shop setting. Answer the questions below with your principal investigator (PI) or shop safety coordinator to determine which tasks are part of your job. If your answer is yes to a question, the diamond or circle to the right represents a training class that supports that task.

Who? PIs, lab supervisors, shop and research personnel, graduate students & undergraduate students in academic and facility support shops.

Are you a UW Faculty, staff, or student....		Complete this training requirement (See Key Below)													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Fire Ext.	Working in a shop?	◆	●												●
	Working with flammables, combustibles or reactive materials?	◆	◆												●
Energy	Working with electrical or powered equipment?			●											●
	Adjusting or maintaining powered machines?				◆										●
Chemical and Physical Hazards	Working with chemicals?					◆									●
	Working in a fume hood?					◆	◆								●
	Working with compressed gasses or cryogenic fluid?					◆		◆							●
	Working in a noisy area or using loud equipment?								◆						●
	Using a respirator (for anything beyond nuisance dust)					◆				◆					●
	Operating a forklift?										◆				●
	Using portable or fixed ladders?											●			●
	Lifting more than 20 lbs?												●		●
	Operating a crane?													◆	●
Administrative	In a shop supervisor role?	◆	●	●	◆	●	●	●	●	◆	●	●	●	●	◆
	Required (assigned) to administer First Aid as a duty of your work?														◆

Key	Requirements	Frequency
1	Fire Extinguisher - Online	Annual
2	Fire Extinguisher - Hands On	Initial
3	Electrical Safety, Basic Online	Initial
4	Lockout Tag-Out	Initial
5	Globally Harmonized System / HazCom - Online	Initial
6	Online Fume Hood Training	Initial
7	Compressed Gas Safety	Initial

Key	Requirements	Frequency
8	Hearing Conservation - Online	Annual
9	Respiratory Training and Fit Testing	Annual
10	Forklift Operator	3 years
11	Ladder Safety - Online	Annual
12	Back Injury Prevention	Initial
13	Crane Operator Training*	Initial
14	First Aid and CPR Certification	2 years

EH&S Training Classes for Shop Staff

Use the chart below to select EH&S training classes and as a record of completion. Have the PI or shop safety coordinator supervisor sign off below once all requirements have been completed. Maintain this document in your shop training records.

Name (printed): _____ Signature: _____

Shop Safety Coordinator Signature: _____ Date: _____

Please find the links to all of the EH&S courses at <http://www.ehs.washington.edu/psotrain/corsdesc.shtm>.

Key	Training Requirement	Necessary for your position		Date Completed
1	Fire Extinguisher - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	Fire Extinguisher - Hands-On	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Electrical Safety, Basic-Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4	Lockout Tag-Out	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5	Globally Harmonized System / HazCom - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6	Fume Hood Training - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7	Compressed Gas Safety - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8	Hearing Conservation - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9	Respiratory Training and Fit Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10	Forklift Operator	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11	Ladder Safety - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12	Back Injury Prevention - Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13	Crane Operator Training*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14	First Aid and CPR Certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

* Crane operator training is not offered by EH&S; contact us for information about training vendors.