

## GENERAL HEALTH AND SAFETY TRAINING COURSE SELECTION GUIDE

This document provides guidance on identifying the health and safety related training classes available to all University of Washington employees. Answer the questions below with your supervisor to determine which trainings are relevant to your job, whether or not the training is required, how the training is offered, and how frequently it is to be taken. Employees working in laboratories can use the [Safety Training for Laboratory Personnel](#) matrix to determine their trainings. Employees working in shops can use the [Safety Training for Shop Personnel](#).

### GENERAL HEALTH AND SAFETY COURSES

IF YOU...	Then you take ...	It is...	Available...	Taken...	✓
<i>Are a UW employee</i>	Asbestos General Awareness	Required	Online	Initial	<input type="checkbox"/>
	Online Violence Prevention and Response Training (Safe Campus website)	Required-new employees	In-person	Initial	<input type="checkbox"/>
<i>Awareness of how to act when an active threat occurs such as an active shooter</i>	Active Threat/Active Shooter – Campus Emergency Procedures Training (UW Police website)	Recommended	In-person	Initial	<input type="checkbox"/>
<i>Will be driving a UW vehicle</i>	Driver Safety & Awareness Training (UW Facilities, Transportation Services website)	Required	Online	Every 2 Years	<input type="checkbox"/>
<i>Are expected to use a fire extinguisher</i>	Fire Extinguisher Training	Required	Online	Annually	<input type="checkbox"/>
<i>Work in kitchens, work as a plumber or roofer, cut and weld on hot metal, or work with flammable, pyrophoric, reactive materials and similar hazardous materials where fire is more likely</i>	Fire Extinguisher Training – Hands-On	Recommended	Classroom	Initially	<input type="checkbox"/>
<i>Are designated to provide First Aid/CPR during a medical emergency</i>	First Aid and CPR Certification	Required	Classroom	Every 2 Years	<input type="checkbox"/>
<i>Are an elected member of a UW Health and Safety Committee</i>	Health and Safety Committee Member Training	Required	Classroom	Every 2 Years	<input type="checkbox"/>
<i>Investigate work-related accidents</i>	Accident Investigation Training	Recommended	Classroom	Initial	<input type="checkbox"/>

## ELECTRICAL, MATERIALS HANDLING AND PHYSICAL SAFETY COURSES

<i>IF YOU...</i>	<i>Then you take ...</i>	<i>It is...</i>	<i>Available...</i>	<i>Taken...</i>	✓
<i>Your job assignments bring you in contact with electrical hazards such that an arc flash and electrical shock when conducting construction, maintenance, operation, and demolition of electrical systems in the workplace, but you are not required to take qualified electrical worker training</i>	Arc Flash and Electrical Safety Best Practices (NFPA 70E 2021 Edition)	Required	Online	Initial	<input type="checkbox"/>
<i>Lift 20 or more pounds, objects of any height higher than three feet, push or pull objects regularly, complete repetitive motions that may lead to back injury</i>	Back Safety and Injury Prevention	Recommended	Online	Initial	<input type="checkbox"/>
<i>Enter permit required confined spaces</i>	Confined Space Entry	Required	Classroom	Initial	<input type="checkbox"/>
	Confined Space Entry Refresher	Recommended	Classroom	As Needed	<input type="checkbox"/>
<i>Are a laboratory, shop, and trades personnel who periodically works on equipment with electrical components, but are not required to take qualified electrical worker training</i>	Electrical Safety – Basic	Recommended	Online	Initial	<input type="checkbox"/>
<i>Are a building evacuation warden or building evacuation director</i>	Evacuation Warden Training	Required	Classroom	Initial	<input type="checkbox"/>
<i>Work more than 10 feet off the ground in construction or maintenance activity and use personal fall arrest devices</i>	Fall Protection Training	Required	Classroom	Initial	<input type="checkbox"/>
<i>Operate a forklift, motorized pallet jacks, etc.</i>	Forklift, Lift-Truck Operator Safety Training	Required	Classroom	Initial	<input type="checkbox"/>
<i>Are already certified as a forklift operator and must attend a refresher</i>	Forklift, Lift-Truck Safety Training Refresher	Required	Classroom	Every 3 Years	<input type="checkbox"/>
<i>Coach/train new forklift operators and conduct renewal drive tests</i>	Forklift, Evaluator Training	Required	Classroom	Every 3 years	<input type="checkbox"/>

<i>IF YOU...</i>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	<b>✓</b>
<i>Work around hand and power tools</i>	Hand and Power Tool Safety	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work in an environment where the noise level is at or above the exposure limit of 85 dB</i>	Hearing Conservation	Required	Online	Annually	<input type="checkbox"/>
<i>Frequently use a ladder</i>	Ladder Safety	Required	Online	Initial	<input type="checkbox"/>
<i>May be exposed to lead-containing materials but not significant amounts of lead dust or fume</i>	Lead Awareness	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work on de-energized systems (electrical, steam, pressure, hydraulic, mechanical, pneumatic, or other) to conduct maintenance or repair work</i>	Lockout-Tagout	Required	Classroom	Initial	<input type="checkbox"/>
<i>Work around employees performing maintenance or who are repairing de-energized systems</i>	Lockout-Tagout Refresher	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work around machinery where there are moving parts that should be guarded</i>	Machine Guarding	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work in an environment where loads are lifted and or moved with overhead and gantry cranes and hoists</i>	Overhead and Gantry Crane Safety	Recommended	Online	Initial	<input type="checkbox"/>
<i>Wear a respirator in the workplace</i>	Respiratory Protection Training	Required	Classroom	Annually	<input type="checkbox"/>
<i>Work requires safely rigging loads that get moved by cranes, hoists, or other equipment</i>	Rigging Safety	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work on a scaffold</i>	Scaffold Safety Training	Required	Classroom	Annually	<input type="checkbox"/>

## FIELD WORK SAFETY COURSES

<i>IF YOU...</i>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	✓
<i>Are a UW Scientific Diver or Scientific Diver-in-Training</i>	Scientific Diver First Aid	Required	Classroom	Every 2 Years	<input type="checkbox"/>
	Scientific Diving	Required	Classroom	Quarterly	<input type="checkbox"/>
<i>Are expected to provide first aid when your field work takes you outside of urban areas where there is a reasonable expectation of first aid assistance</i>	Wilderness First Aid Training	Required	Classroom	Every 2 Years	<input type="checkbox"/>

## HAZARDOUS MATERIALS SAFETY COURSES

<i>IF YOU...</i>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	✓
<i>Provide maintenance and custodial services and may disturb or come in contact with ACM</i>	Asbestos Awareness	Required	Classroom	Annually	<input type="checkbox"/>
	Asbestos Awareness Refresher	Required	Classroom	Annually	<input type="checkbox"/>
<i>Perform maintenance and alterations work on building materials that contain lead or &lt;1% asbestos</i>	Asbestos <1% and Lead Work Practices	Required	Classroom	Initial	<input type="checkbox"/>
	Asbestos <1% and Lead Work Practices Refresher	Required	Classroom	Annually	<input type="checkbox"/>
<i>Use or have potential for exposure to recombinant or synthetic nucleic acid molecules or other biohazardous agents</i>	Biosafety Training	Required	Online	Every 3 Years	<input type="checkbox"/>
<i>Handle potentially infectious materials in your research</i>	Bloodborne Pathogens for Researchers	Required	Online	Annually	<input type="checkbox"/>

<b>IF YOU...</b>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	<b>✓</b>
<i>Manage or clean spills of human blood or other potentially infectious materials</i>	Bloodborne Pathogens for Non-Laboratory Personnel	Required	Online	Annually	<input type="checkbox"/>
<i>Work with compressed gases</i>	Compressed Gas Safety	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work with crystalline silica or may disturb materials that contain crystalline silica</i>	Crystalline Silica Safety	Required	Online	Initial	<input type="checkbox"/>
<i>Work with or may be exposed to formaldehyde</i>	Formaldehyde Training	Required	Online	Annually	<input type="checkbox"/>
<i>Use a fume hood</i>	Fume Hood Training	Recommended	Online	Initial	<input type="checkbox"/>
<i>Use chemicals in your education or work activities</i>	Hazard Communication	Required	Online	Initial	<input type="checkbox"/>
<i>Work with or may be exposed to hydrofluoric acid</i>	Hydrofluoric Acid Safety Training	Required	Online	Initial	<input type="checkbox"/>
<i>Work with compressed gases in a laboratory setting</i>	Laboratory Compressed Gas Safety	Recommended	Online	Initial	<input type="checkbox"/>
<i>For an administrator who oversees teaching and research laboratories</i>	Laboratory Safety Compliance for Administrators	Recommended	Classroom	Initial	<input type="checkbox"/>
<i>For the principal investigator (PI), lab manager, lab chemical hygiene officer, or lab chemical safety officer Part 1 of 2</i>	Laboratory Safety Compliance	Required	Zoom	Initial	<input type="checkbox"/>
<i>For the principal investigator (PI), lab manager, lab chemical hygiene officer, or lab chemical safety officer Part 2 of 2</i>	Laboratory Safety Practices	Required	Zoom	Initial	<input type="checkbox"/>
<i>Use Class 3b and 4 Lasers with a power greater than 5 mW</i>	Laser Worker Training	Required	Online	Initial	<input type="checkbox"/>

<i><b>IF YOU...</b></i>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	<b>✓</b>
<i>May be exposed to lead-containing materials but not significant amounts of lead dust or fume</i>	Lead Awareness	Recommended	Online	Initial	<input type="checkbox"/>
<i>Work in laboratories where hazardous chemicals are present</i>	Managing Laboratory Chemicals	Required	Online	Prior to start of work and every 3 years	<input type="checkbox"/>
<i>Are ancillary personnel who frequents areas where radioactive material is used</i>	Radiation Safety For Ancillary Personnel	Recommended	Online	Initial	<input type="checkbox"/>
<i>Are dental personnel who works with x-ray machines</i>	Radiation Safety for Dental Personnel	Required	Online	As Needed	<input type="checkbox"/>
<i>Are nursing or other medical personnel who works with patients undergoing radiation therapy</i>	Radiation Safety for Nursing Staff (UW Medicine Learning Management System)	Required	Online	Initial	<input type="checkbox"/>
<i>Are working with uranium compounds</i>	Radiation Safety for Uranium Users	Required	Online	Initial	<input type="checkbox"/>
<i>Work with and use radioactive materials</i>	Radiation Safety Training and Final Exam	Required	Online + Classroom	Initial	<input type="checkbox"/>
<i>Are an authorized radiation worker</i>	Radiation Safety Training Refresher	Recommended	Online	As Needed	<input type="checkbox"/>
<i>Work with sealed and plated sources of ionizing radiation</i>	Radioactive Safety for Sealed Source	Required	Online	Initial	<input type="checkbox"/>
<i>Wear a respirator in the workplace</i>	Respiratory Protection Training	Required	Classroom	Annually	<input type="checkbox"/>
<i>Need unescorted access to a select agents laboratory</i>	Select Agent Program Training	Required	Classroom	Annually	<input type="checkbox"/>

<b>IF YOU...</b>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	<b>✓</b>
<i>Work in a biosafety level 3 laboratory</i>	BSL-3 Training for UW	Required	Classroom	Annually	<input type="checkbox"/>

## **HAZARDOUS WASTE MANAGEMENT AND SHIPPING SAFETY COURSES**

<b>IF YOU...</b>	<b>Then you take ...</b>	<b>It is...</b>	<b>Available...</b>	<b>Taken...</b>	<b>✓</b>
<i>Ship any biological substance Category B materials</i>	Shipping Biological Substance Category B	Required	Online	Every 2 Years	<input type="checkbox"/>
<i>Ship small amounts (under 30ml/1 oz.) of hazardous materials, especially for air cargo shipment</i>	Shipping Dangerous Goods in Excepted Quantities	Required	Online	Every 2 Years	<input type="checkbox"/>
<i>Ship non-dangerous goods or Exempt Patient Specimens packed in dry ice, especially for air cargo shipment</i>	Shipping Dry Ice with Non-Dangerous Goods for Exempt Patient Specimens	Required	Online	Every 2 Years	<input type="checkbox"/>
<i>Prepare or ship hazardous materials</i>	Shipping Hazardous Materials	Required	Classroom	Every 2 Years	<input type="checkbox"/>
<i>Perform the final packaging steps of untreated regulated medical and biohazardous waste for collection and shipment using the UW waste contractor (Stericycle or Waste Management) for decontamination and disposal offsite</i>	Shipping Regulated Medical Waste by Contracted Carrier	Required	Online	Every 3 Years	<input type="checkbox"/>