

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 www.ehs.washington.edu/training.

| 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.