

# New Safety Training for All Biological Systems Engineering Faculty, Staff, Students, Visiting Faculty, Visiting Scholars, and Volunteers

August 15, 2019

Dear Colleagues,

Safe conditions and procedures in our laboratories, classrooms, and offices are paramount for our students, faculty, staff, visitors, and volunteers in Biological Systems Engineering. Our department has worked with Environmental Health (EHS) and Safety and Voiland College of Engineering and Architecture (VCEA) to establish a university wide standard of training. There are now online safety training courses available through [WSU's learning management system](#). The ability to assign, deliver, and document safety training in a centralized system will be of great value to reduce the administrative burden faced by faculty and others in adhering to regulatory requirements. BSysE researchers are housed and working in VCEA facilities, and VCEA researchers are housed and working in BSysE facilities, these new online safety training courses will ensure that safety training is consistent throughout these programs.

We are asking faculty, staff, students, visitors, and volunteers to take the below mandatory online safety training courses. Supervisors may add additional safety training courses for hazards specific to their environments, and as standard operating procedures require (e.g., Biosafety, Food Safety, or Ladder Safety). If you have questions about the training courses available, please reach out to Jonathan Lomber or your research group's [safety committee representative](#).

Moving forward, all new faculty, staff, students, visitors, and volunteers will need to complete these online safety training courses in order to gain laboratory access. The required online safety training courses consist of two distinct groups:

1. **General Safety Training** - These online safety training courses are required for all individuals as outlined in the university's [Safety Policies and Procedures Manual](#). (total time: approximately two hours).
  - [Back Safety and Injury Prevention](#)
  - [Slips, Trips and Falls](#)
  - [Emergency and Fire Safety Preparedness](#)
  - [Portable Fire Extinguisher Safety](#)
  - [Office Ergonomics](#)
  - [University Laboratory Safety - Working Safely](#)
  - [Asbestos Hazard Awareness](#)

2. **Laboratory Safety Training** - These online safety training courses are required for individuals who are working in laboratories. These courses replace the in-person laboratory safety training classes that have been previously offered, and are to be completed in addition to any past in-person laboratory safety training sessions.  
(total time: approximately 1 hour).

- [University Laboratory Safety – Analyzing Chemical Hazards](#)
- [University Laboratory Safety – Analyzing Physical Hazards](#)
- [University Laboratory Safety – Analyzing Developing and Using Controls](#)
- [Risk Assessment](#)
- [PPE – Eye and Face Protection](#)
- [PPE – Hand Protection](#)

To access the training click on the links above, or go to [Employee Training and Development](#) and click on the red box that says “LOG IN TO YOUR ONLINE LEARNING ACCOUNT” that is located on the right-hand side of the page. Log in using your WSU network ID. Required courses will be assigned to each researcher’s individual “Learning Plan” in their Online Learning Account. The assigned courses and additional courses are also listed under WSU Safety Courses > WSU Online Safety Courses. Supervisors shall verify their researchers’ training either by reviewing a printout of the researcher’s learning transcript (found in the researchers Online Learning Account under the My Profile drop-down menu) or by contacting EHS to verify training completion. Additional information and the Supervisor Safety Training Verification Checklist can be found at the [BSysE Safety Webpage](#). Please submit the Supervisor Safety Training Verification Checklist to the main office for proper record retention.

We want to thank you for taking the time to take these important safety trainings. Electronic training doesn’t replace all hands-on safety training, but it streamlines the process, gives everyone a basic level of knowledge in these critically important skills, allows researchers to take trainings on their own schedule, and establishes a standard of safety that is consistent.

This new training program does not replace the required [Safety Orientation](#) for new employees that must be completed on the first day of employment. Please submit this to the main office for proper record retention.

Thank you for your help in ensuring the safety of all our faculty, staff, students, visitors, and volunteers.

Sincerely,

Dr. Juming Tang & Jonathan Lomber