Training and Orientation Checklist for Food Engineering Research Groups

Trainee Instructions: Print Learning Transcript from the Skillsoft training website by going to My Profile → Learning Transcript. Bring Skillsoft transcript, asbestos training certificate, completed safety orientation checklist, and this form to your supervisor for verification. After verification make two copies of the materials and give the original to the BSE main office, give one copy to your supervisor and keep the final copy for your records.

Supervisor Instructions: Verify that required training and any additional training required for you research group (i.e.- biosafety, food safety, driver safety, etc.) has been completed and sign. Keep a copy for your records.

Required general safety training for all Biological Systems Engineering faculty, staff, students and visitors:

- ☐ Safety Orientation Checklist
- ☐ WSU COVID-19 Safe Return to Work
- ☐ Disinfecting the Workplace for COVID-19
- ☐ 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 - this course is located in a different training system, be sure to save the training certificate.
- ☐ Responsible Conduct of Research Training - this course is located in a different training system, be sure to save the training certificate.
- ☐ Discrimination and Sexual Harassment Prevention - this course is located in a different training system, be sure to save the training certificate.

Laboratory safety training required for any Biological Systems Engineering faculty, staff, students and visitors who are working in laboratories. A laboratory is defined as a space that contains chemicals other than water or atmospheric air, either liquid or gaseous; has rotating or crushing equipment; has any gases stored under pressure, or other identified hazards.

- ☐ 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
- ☐ Laboratory Compressed Gas Safety
- ☐ Fume Hood Safety
- ☐ Sharps Safety

Hazard specific safety training for group members.

- ☐ Introduction to Biosafety for those who work with potentially biohazardous materials.
- ☐ Biosafety Cabinets for those who work with potentially biohazardous materials.
- ☐ Autoclave Safety for those who work with potentially biohazardous materials.
- ☐ Food Safety for Food Handlers for those whose work will include handling food for consumption.
- ☐ Driver Safety for those who will drive University vehicles.
- ☐ Distracted Driving for those who will drive University vehicles.

Name of faculty, staff, student, or visitor: _____

Completion of training verified by: _____ Date: _____

Name of Supervisor