Section 7 - Safety Training

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A. SAFETY TRAINING REQUIREMENTS

According to state/federal laws and University of Washington policy, PIs and laboratory supervisors are responsible for ensuring that all employees receive adequate training in order to understand the hazards present in their work area. Training must occur prior to assignments involving new hazards. Refresher training or retraining may be required by law and for personnel who demonstrate that they did not understand the initial training or are not following required procedures.

The laboratory must have a method for tracking the training new employees receive before working with hazardous chemicals and other hazards in the laboratory. All visitors must receive sufficient training to ensure that they too are aware of the hazards and of how to protect themselves while in the work area.

The University of Washington takes the responsibility of employee safety very seriously. Mandatory safety training is a key component of this commitment. Administrative Executive Order No. 55 of the President, is available at http://www.washington.edu/admin/rules/policies/PO/EO55.html.

Additional training may be required for laboratory research that is outside the scope of EH&S, for example research involving animal subjects, clinical research, funded research, etc. UW Research maintains a “Required Training” webpage to help researchers comply with external sponsor and internal training requirements at: http://www.washington.edu/research/compliance/required-training/.

B. EH&S SAFETY TRAINING AND RECORDS

EH&S has developed a matrix describing required and recommended training available from EH&S for each laboratory employee. EH&S offers required and recommended classes in chemical safety and biological safety, among others. The training matrix is available on the EH&S training page at: http://www.ehs.washington.edu/forms/pso/ehslabsafetytrainmatrix.pdf.

EH&S maintains training records for all EH&S provided classes. Individuals may look up their training records and print certificates by using the My EHS Training tool and logging in with their UWNetID at http://www.ehs.washington.edu/psotrain/mytraining.shtm. Departments or units may request a copy of staff training records by contacting EH&S Training at 206-543-7201 or ehstrain@uw.edu.

C. LABORATORY-SPECIFIC TRAINING AND RECORDS

According to state/federal laws and University of Washington policy, Principal Investigators (PIs) are responsible for ensuring that all employees receive adequate training to understand the hazards in their work area. Training must occur prior to assignments involving potential exposure to chemicals.

The laboratory policies on hazard review of new work, working alone or after hours, equipment precautions, use of fire extinguishers, and other relevant practices should be documented. Laboratory staff must also receive training applicable to all UW employees, such as an orientation to the department Health and Safety Plan.

The laboratory PI or supervisor must ensure records of all laboratory-specific safety training are maintained, either within the laboratory or at a central location if that is required by the department. The location of the training records should be noted in the Laboratory-Specific Information section of the Chemical Hygiene Plan (CHP).
The laboratory PI or supervisor must also keep a copy of safety training content, such as a lesson outline and copy of the applicable standard operating procedure, to demonstrate the scope of the training. Such material is useful to provide proof of training during Washington State Department of Labor and Industries inspections, to help in training new employees, and in providing refresher training, if needed.

Training records should be maintained for as long as any particular trained employee remains employed in the work area. If there is a chance that an employee who left will be returning soon, it might be a good idea to keep the records longer. Employee training may be documented using forms such as the examples in Appendix C.

D. **UW OFFICE OF RESEARCH - RESEARCH REQUIRED TRAINING**

The Office of Research collected research-related required training links from University departments (EH&S included) on to one website to help researchers comply with external sponsor and internal requirements and/or reduce and mitigate risk. Extensive data work has also provided access to training transcripts for all research-related required training on this website: [http://www.washington.edu/research/compliance/required-training/](http://www.washington.edu/research/compliance/required-training/).