

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**

| <b>IF YOU...</b>  | <b>Then you take ...</b>                    | <b>It is...</b> | <b>Available...</b> | <b>Taken...</b> | <b>✓</b>                 |
|---|---|-----------------|---------------------|-----------------|--------------------------|
| <i>Are a UW employee</i>  | Asbestos General Awareness                  | Required        | Online              | Initial         | <input type="checkbox"/> |
|   | Prevention of Sexual Harassment             | Required        | Online or In-person | Initial         | <input type="checkbox"/> |
|   | Workplace Violence Prevention Training      | Required        | In-person           | Bi-annually     | <input type="checkbox"/> |
|   | Active Shooter Awareness Training           | Recommended     | In-person           | Initial         | <input type="checkbox"/> |
| <i>Will be driving a UW vehicle</i>   | Driver Safety & Awareness Training          | Required        | Online              | Every 2 Years   | <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                  | Required        | Online              | Annually        | <input type="checkbox"/> |
|   | 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"/> |

Investigate work-related accidents

|                                 |             |           |         |                          |
|---------------------------------|-------------|-----------|---------|--------------------------|
| Accident Investigation Training | Recommended | Classroom | Initial | <input type="checkbox"/> |
|---------------------------------|-------------|-----------|---------|--------------------------|

## **PHYSICAL, ELECTRICAL, AND MATERIALS HANDLING SAFETY COURSES**

| <b>IF YOU...</b>  | <b>Then you take ...</b>                         | <b>It is...</b> | <b>Available...</b> | <b>Taken...</b> | <b>✓</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>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 Injury                                      | Recommended     | Online              | Initial         | <input type="checkbox"/> |
|   | Back Injury Prevention: Interactive Safety Video | 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>Work around or enter non-permit required confined spaces</i>   | Confined Space Entry Awareness                   | Recommended     | Online              | Initial         | <input type="checkbox"/> |
| <i>Work on equipment with electrical components, but are not required to take qualified electrical worker training</i>  | Electrical Arc Flash Awareness                   | Recommended     | Online              | Initial         | <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 in or around trenches or excavations</i>  | Excavation and Trenching                       | Required    | Online    | Initial                                  | <input type="checkbox"/> |
| <i>Need a refresher or retraining to work more than 10 feet off the ground in construction or maintenance activity and use personal fall arrest devices</i>                           | Fall Protection Introduction                   | Required    | Online    | As Needed                                | <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</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</i>   | Forklift Evaluator Training                    | Required    | Classroom | Prior to start of work and every 3 years | <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>Personnel who 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                  | Required | Online    | Initial   | <input type="checkbox"/> |
| <i>Wear a respirator in the workplace</i>  | Respiratory Protection Training | Required | Classroom | Annually  | <input type="checkbox"/> |
| <i>Work on a scaffold</i>  | Scaffold Safety Training        | Required | Classroom | Annually  | <input type="checkbox"/> |
|  | Scaffold Safety, Basic          | Required | Online    | As Needed | <input type="checkbox"/> |

### **Hazardous Materials**

| <b>IF YOU...</b>  | <b>Then you take ...</b>                          | <b>It is...</b> | <b>Available...</b> | <b>Taken...</b> | <b>✓</b>                 |
|---|---|-----------------|---------------------|-----------------|--------------------------|
| <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"/> |
| <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 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>   | GHS - Globally Harmonized System / HazCom | 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>Are a principal investigator (PI), lab manager, lab chemical hygiene officer, or lab chemical safety officer</i> | Laboratory Safety and Compliance          | Required    | Classroom | 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>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        | Required    | Online    | Initial                                  | <input type="checkbox"/> |
| <i>Work with and use radioactive materials</i>  | Radiation Safety Training and Final Exam  | Required    | Online    | 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 lab</i>  | Select Agent Program Training for UW      | Required    | Classroom | Annually                                 | <input type="checkbox"/> |

## HAZARDOUS WASTE MANAGEMENT AND SHIPPING

| <b>IF YOU...</b>   | <b>Then you take ...</b>   | <b>It is...</b> | <b>Available...</b> | <b>Taken...</b> | <b>✓</b>                 |
|--|--|-----------------|---------------------|-----------------|--------------------------|
| <i>Are a clinical and hospital worker who uses, manages, or needs to dispose of chemical waste in a laboratory or workplace</i>  | Hazardous Waste Management for Clinical & Hospital Staff               | Required        | Online              | Annually        | <input type="checkbox"/> |
| <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        | Classroom           | Every 3 Years   | <input type="checkbox"/> |

## FIELD WORK

| <b>IF YOU...</b>   | <b>Then you take ...</b>      | <b>It is...</b> | <b>Available...</b> | <b>Taken...</b> | <b>✓</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"/> |