

## Office of Environmental Health & Safety Mandatory Training Checklist

**MUST** Be Completed By Supervisor and Employee

It is the responsibility of the Supervisor to verify that the Employee has completed the identified training.

Annual required training **MUST** be included in the Employee's **Annual Evaluation** to ensure compliance.

Return Original to: Human Resources    Access a training schedule through the ULearn system at [ulearn.miami.edu](http://ulearn.miami.edu).

If you have problems accessing the site or registering for classes, contact PDTO at 305-243-3090 or 305-284-5110

Campus :				
Position Title :				
Position # :				
PAS-34 # :				
		Training Dates		
Yes	No	Position Requirements	Scheduled	Actual
<input type="checkbox"/>	<input type="checkbox"/>	<b>Hazard Communication:</b> Will employee use hazardous chemicals at work or work in an environment where hazardous chemicals are used or stored?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Occupational Health Program:</b> Will employee have contact with research animals?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tuberculosis (TB):</b> Will employee be exposed to TB? <i>(Employee to complete a TB Program Participation Questionnaire to determine their participation in this program).</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Blood borne Pathogens:</b> Will employee have reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties, or have contact with non-human primates <i>(Employee to complete a Bloodborne Pathogens Program Participation Questionnaire to determine their participation in this program)?</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Biomedical Waste:</b> Will employee be required or expected to handle biomedical or infectious waste?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Latex Allergy:</b> Will employee be required or expected to use items made with latex rubber?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal Protective Equipment:</b> Will employee be required or expected to use or wear equipment to protect the head, face, eyes, hands or feet from injury?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Laboratory Safety:</b> Will employee be engaged in the use of hazardous chemicals and/or biological agents in a laboratory?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Dangerous Goods:</b> Will the employee be expected or required to ship dangerous goods?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Respiratory Protection:</b> Will employee be required or expected to wear a respirator?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Laser Safety:</b> Will employee work with laser emitting equipment or in an environment where laser emitting equipment is used?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical Safety:</b> Will employee be required or expected to work in an environment where there is a risk of electric shock resulting from contact with electrical current?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Asbestos:</b> Will employee work with materials containing asbestos where asbestos fibers may be released if these materials are cut, sanded, abraded, crushed or pulverized?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lock Out/Tag Out:</b> Will employee be required or expected to perform servicing or maintenance on a machine or equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Permit-Required Confined Spaces<sup>1</sup>:</b> Will the employee be required or expected to enter a permit-required confined space?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Occupational Noise<sup>2</sup>:</b> Will employee be working in an environment, or under conditions, that have been determined to require the implementation of a hearing conservation program and issuance of hearing protection?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Lead<sup>3</sup>:</b> Will employee be working in an environment or under conditions, which could result in exposure to lead?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Powered Industrial Trucks:</b> Will employee be required to operate a powered industrial truck, such as a forklift?		
<input type="checkbox"/>	<input type="checkbox"/>	<b>*Hazardous Waste Operations:</b> Will employee respond or be required to respond to emergencies involving chemicals?		

**\*UNDERLINED ROWS INDICATE TRAINING THAT MUST BE REPEATED ANNUALLY**

If you have any questions completing this form, please call Environmental Health & Safety at 305-243-3400

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Printed Name of person completing this form: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Hire/Transfer Date: \_\_\_\_\_  
(circle one)

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

<sup>1</sup> A permit-required confined space means a confined space that has one or more of the following characteristics: 1) contains or has a potential to contain a hazardous atmosphere; 2) contains a material that has the potential for engulfing an entrant; 3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or 4) contains any other recognized serious safety or health hazard.

<sup>2</sup> Where it has been determined that employees are exposed to an 8-hour time-weighted noise exposure ≥85 dBA or impact noise ≥140dB.

<sup>3</sup> "Lead" means metallic lead, all inorganic lead compounds, and organic lead soaps.