

Environmental Health & Safety Mandatory Training Checklist

Attention Supervisors: You must review this checklist for every student employment position in your department. If you have several students performing the exact same duties under a position title, you may use only one form by listing EACH student's name and ID. Send to the **OFFICE OF STUDENT EMPLOYMENT- Rhodes House (37-K) Locator 5250**. For additional information, please see memorandum on next page.

Department: _____ Position Title: _____ Position # _____

Supervisor's Name: _____ Date: _____ Supervisor's Signature: _____

Yes	No	Position Requirements	Training Dates	
			Scheduled	Actual
		Hazard Communication: Will employee use hazardous chemicals at work or work in an environment where hazardous chemicals are used or stored?		
		Fire Safety: Will employee be required or expected to use a fire extinguisher in the event of a fire?		
		Tuberculosis (TB): Will employee work on the Medical Campus or will employee routinely work in areas where patients are seen?		
		*Bloodborne Pathogens: Will employee be potentially exposed to human blood, body fluids or unfixed tissue?		
		Biomedical Waste: Will employee be required or expected to handle biomedical or infectious waste?		
		Latex Allergy: Will employee be required or expected to use items made with latex rubber?		
		Personal Protective Equipment: Will employee be required or expected to use or wear equipment to protect the head, face, eyes, hands or feet from injury?		
		Laboratory Safety: Will employee be engaged in the use of hazardous chemicals in a laboratory?		
		*Dangerous Goods: Will the employee be expected or required to ship dangerous goods?		
		*Respiratory Protection: Will employee be required or expected to wear a respirator?		
		Laser Safety: Will employee work with laser emitting equipment or in an environment where laser-emitting equipment is used?		
		Electrical Safety: 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?		
		*Asbestos: Will employee work with materials containing asbestos where asbestos fibers may be released if these materials are cut, sanded, abraded, crushed or pulverized?		
		Lock Out/Tag Out: 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?		
		Permit-Required Confined Spaces¹: Will the employee be required or expected to enter a permit-required confined space?		
		*Occupational Noise²: 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?		
		*Lead³: Will employee be working in an environment or under conditions, which could result in exposure to lead?		
		Powered Industrial Trucks: Will employee be required to operate a powered industrial truck, such as a forklift?		
		*Hazardous Waste Operations: 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

Name of Student Employee: _____ Student ID-Social Security # _____
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¹ 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.

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

³ "Lead" means metallic lead, all inorganic lead compounds, and organic lead soaps.

June 24, 2009

TO: All Student Employment Supervisors

FROM: Ken Capezzuto
Director of Environmental Health and Safety

Grisel Valdes
Director of Student Employment

The University of Miami is required to complete the "Environmental Health and Safety Mandatory Checklist" for all employees including student employees. Based on the results of this checklist the employee may have to attend one or more mandatory training session in order to comply with current OSHA regulations and other mandated guidelines.

Because of the temporary and part-time nature of student employment positions at the University of Miami, **students should not be expected to work in areas that require Mandatory Environmental Health and Safety training**. However, in cases where it is to the benefit of the department and/or the student to work in such areas, the student is required to attend the appropriate training session(s).

The attached Environmental Health & Safety Mandatory Training Checklist should be reviewed for every student employment position under your supervision.

Return the form to the Office of Student Employment (see address below). If any of your student employment positions requires training, please contact the Professional Development and Training Office at 305-243-3090 for registration information.

Please return the completed form for every one of your student employment positions even if no training is necessary. You may want to keep a copy for your records for OSHA auditing purposes.

If you have any questions about procedures please call the Office of Student Employment at 305-284-6641. Questions regarding Environmental Health and Training requirements should be directed to the Office of Environmental Health and Safety, Dominion Tower, Suite 405, Medical Campus R-23, 305 243-3400.

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