

Department Annual Safety Training Guide

The area supervisor or their designee must conduct training on the following items on an annual basis. This training must be documented, and this guide is an optional tool that supervisors can use to both conduct and document that training.

Employee Name (<i>print</i>):		Employee (<i>signature</i>)	
Supervisor (or Designee) Name (<i>print</i>)		Supervisor or Designee (<i>signature</i>)	
Department			Date
Employee Training Items		Supervisor's Notes	
1.	Discuss the Hazards of the Job. Review all potential hazards including, but are not limited to: - Physical (noise, moving machinery, hot surfaces, electrical, working from heights, ladders, slipping, falling, moving vehicles/equipment, sharp objects); - Chemical (gases, liquids, flammables, toxics, corrosives, poisons); - Ergonomics (repetitive motion, extreme heat/cold, lifting, vibrations, awkward positions); - Biological (blood, bacteria, viruses); - Hidden hazards: (i.e. asbestos, lead, underground utilities) Does the employee use any special equipment / tools / vehicles? If so, discuss any hazards and required additional training.		
2.	If employee uses Personal Protective Equipment (PPE) - Discuss the job tasks that require the use of PPE - What PPE is necessary for which tasks - Location and availability of PPE and PPE assessment forms - How to properly don, doff, adjust, and wear PPE - Proper care, maintenance, useful life and disposal of PPE NOTE: each affected employee must demonstrate an understanding of their PPE training, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.		
3.	Emergency Action Plans - Location of the Emergency Action Plan - Evacuation procedures, fire alarms, and rally point information - Indicate who is designated and trained to use a fire extinguisher - Indicate who is designated and trained to be the emergency evacuation coordinator		
4.	If employee uses Chemicals - Location and availability of Safety Data Sheets (SDS) within the work area - Discuss any changes in the chemicals used or precautions required since previous training - Ensure that hazardous chemical training has been completed for all hazardous chemicals unless covered by a current Chemical Hygiene Plan (CHP) - Discuss any changes to the Chemical Hygiene Plan, for chemicals covered by a CHP - Indicate who is designated and trained to clean up hazardous chemical spills - Discuss Satellite Accumulation Area (SAA) and Universal Hazardous Waste storage and training requirements		
5.	Review the list of tasks on the following page to identify those applicable to the employee (which may require Specialized Safety Training.) A complete listing is located on Safety Management (SM) web page at: https://mycampus.maine.edu/group/mycampus/sm-training		

The following common tasks require additional specialized safety training – check all that apply. Information regarding the frequency of the required training and how to obtain the training is available on the [Safety Management \(SM\) Training webpage](#) (on the UMS MyCampus Portal).

✓	Common Tasks
☐	Operating a computer terminal for more than four (4) consecutive hours on a daily basis
☐	Remaining behind and assisting persons in orderly evacuation in an emergency
☐	Using a fire extinguisher in an emergency
☐	Working in areas with exposure to elevated surfaces and fall hazards
☐	Using ladders
☐	Working on scaffolds
☐	Using vehicle mounted elevating work surfaces (telescoping and/or articulating)
☐	Operating a forklift, walker-stacker, or other industrial truck (other than Registered Motor Vehicles)
☐	Using a crane or hoist
☐	Performing service or maintenance on machines or equipment with stored/potential energy (lockout / tagout)
☐	Working with or around electricity
☐	Welding / soldering / brazing
☐	Entering (or overseeing entry into) a confined space
☐	Working in or around trenches/excavations
☐	Using farming/agricultural machines or equipment
☐	Applying pesticides or working in an area that uses pesticides (i.e. farms, greenhouses, nurseries, or forests)
☐	Working in remote areas where there is an absence of prompt medical care (clinic, hospital, etc.)
☐	Operating a watercraft or vessel (either motorized or man-powered)
☐	Conducting tree work (trimming trees) or logging operation
☐	Wearing Personal Protective Equipment (PPE)
☐	Wearing a full body harness
☐	Working around excessive noise levels
☐	Using class 3b or 4 lasers
☐	Handling or using radioactive materials or radiation producing equipment
☐	Performing tasks with exposure to human blood or other regulated bodily fluids (clean up, handle, perform first aid, etc.)
☐	Performing tasks with exposure to respiratory/inhalation hazards such as chemicals, nuisance dusts, asbestos, silica, etc.
☐	Using hazardous chemical or cleaning up chemical spills
☐	Working with or around hazardous waste
☐	Handle / store / inspect / ship Universal Waste (such as fluorescent and HID lamps, batteries, mercury containing devices, cathode ray tube televisions and monitors, etc.)
☐	Work with or around Satellite Accumulation Areas (hazardous wastes that are initially generated and tend to accumulate at or near the point of waste generation).
☐	Transporting, packaging, shipping or receiving hazardous materials

For a more information about Specialized Training Requirements, visit the SM web page at: <https://mycampus.maine.edu/group/mycampus/sm-training> or contact SM at 581-4055.