



## HEALTH AND SAFETY TRAINING PLAN

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_ Advisor/Supervisor's Name: \_\_\_\_\_  
 Unit: \_\_\_\_\_ Building/Room Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date of Employment/Appointment/Assignment: \_\_\_\_\_

Sometimes the work environment may contain hazards. It is of utmost importance that all personnel be aware of potential hazards and use all appropriate precautions. In the interest of safety, all UMBI personnel must read the policies and procedures appropriate to their work area in accordance with IV - 2.30 (A) UMBI Policy on Health and Safety Training ([http://www.umbi.umd.edu/policies-procedures/images/iv-2\\_30\\_a.pdf](http://www.umbi.umd.edu/policies-procedures/images/iv-2_30_a.pdf)). All personnel should be familiar with the Emergency Response Guide for their Center (CARB/CBR/COMB/MBC). All laboratory workers should be familiar with Right to Know/Hazcom (<http://www.umbi.umd.edu/images/youhavearighttoknow.pdf>). Depending on a laboratory worker's tasks, additional training may be required. Additional training courses may include, but are not limited to, Bloodborne Pathogens, Shipping Biologics or Chemicals, Radiation Safety, Human Subject Research, Laboratory Animal Research, and Research Requiring Respiratory Protection.

All personnel shall confirm with their advisor/supervisor which training courses they must take. Laboratory personnel must take required training courses and read appropriate policies and procedures as soon as possible after employment/appointment/assignment. Additional training topics not listed below may be added by your supervisor as they deem necessary.

This form must be printed, signed and returned to your advisor/supervisor within two months of commencement of employment/appointment/assignment. Your advisor/supervisor will forward the form to the unit administrator.

- 1) I have read the UMBI Policies and Procedures appropriate to my work area (Required by all personnel)  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 2) I have read or attended training on fire and building emergency procedures (Required by all personnel)  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 3) I have read or attended training on right to know/hazard communication. Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 4) I took the online CITI Animal Research training (<https://www.citiprogram.org/>). Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 5) I have attended Laboratory Hazardous Waste training. Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 6) I have attended Bloodborne Pathogens training. Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 7) I took the online CITI Human Subjects training (<https://www.citiprogram.org/>). Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 8) I have attended IATA/DOT Shipping training. Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 9) I have attended Radiation Safety training. Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_
- 10) Other training I have attended. Required Y N  
 Date Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Training Location: \_\_\_\_\_

Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_