

Acknowledgement of Safety Instructions and Emergency Preparation Training

(Required for ALL OSU Employees)

Certify that this form has been completed and is on file in the employee's department by going to the EH&S safety training website.

Instructions:

❖ **For OSU-C Chemistry:**

Tykeson 304 (304A) Teaching laboratory
Tykeson 306 (306A) Chemical Stockroom

- Complete the interactive training materials managed within the [Bioraft](#) Interface
- Read and acknowledge written training materials available as pdf files.
- INITIAL all completed trainings on this form →
- Review with supervisor then SIGN AND DATE
- Return this document and any acknowledgements to Lab.Safety@osucascades.edu

1. Employee: Read the Safety Instructions carefully and review them with your supervisor or department head, along with information regarding mandatory training programs, emergency procedures and hazard communication, outlined below, before exposure to potential hazards in the workplace.
2. The Safety Instructions and training listed below address general safety guidelines. Many workplaces require additional training for unique, potentially hazardous chemicals, equipment, and operations. *Such training must be provided by the supervisor and documented separately.*
3. Training documentation forms can be found on the [safety training home page](#) under forms.

<u>Safety Instruction Title</u>	<u>Initials</u>
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- | | |
|--|--|
| 1. Lab Safety Training for Lab Workers | |
| (Bioraft LMS Training Modules) | |
| (EHS Monitored & Required every 3 years) . | |

Laboratory Specific – Tykeson 304 & 306:

- | | |
|---|--|
| 2. Eyewash and Safety Showers | |
| 3. Fume Hood Safety | |
| 4. Gas Cylinder Safety | |
| 5. Hazardous Waste Awareness Training | |
| 6. Formaldehyde Safety | |
| 7. Sharps Safety | |

Supervisor Roles (if applicable)

- | | |
|---|--|
| 8. Supervisor Safety Responsibilities (ppsx file) | |
|---|--|

Teaching Roles (if applicable)

- | | |
|--|--|
| 9. Disability Access Services Training | |
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Employee initials each item upon completion of training or ~~strikes through~~ and marks "x" for any items that are not applicable.

Emergency Preparation (Required for all employees) – Initial each item as you review it with your supervisor.

- _____ Know the meaning of emergency warning signals in your work area.
- _____ Know the location of fire alarm pull stations and fire extinguishers.
- _____ Know the location of exits, escapes, evacuation routes, and emergency evacuation assembly area.
- _____ Know the location of automated external defibrillators (AEDs) and first aid kits.
- _____ Know how to get help in case of an emergency and how to report accidents.

Additional Laboratory Safety Training:

(NOT TYPICALLY REQUIRED for Tykeson 304 & 306)

The following training is **required** for some OSU employees, particularly laboratory workers and other staff who handle chemicals or occasionally enter labs. **CONSULT DIRECTLY WITH YOUR SUPERVISOR.**

Safety Instruction Title	Initials
10. Hazardous Materials Shipping Awareness . (required before preparing hazardous material for shipment)	_____
11. Lab Biosafety (B-LB) (3 years) and/or Bloodborne Pathogen Training (Annual) Classroom based training for working with biohazardous materials in lab, and or bloodborne pathogens in or out of lab spaces. (See Training Materials for further information.)	_____
12. Animal Handler Safety Training . (Online video and annual questionnaire for those who handle or have significant exposure to animals)	_____
13. Respirator training and fit testing Must be completed before employees conduct work that requires the use of a respirator (required annually). See the OSU Respiratory Protection Program for details and exceptions)	_____
14. Radiation Safety Training . (Various requirements for those who work with radioactive materials or radiation-producing machines)	_____

OSU recommends that all employees review the following as part of their initial safety training:

15. OSU Emergency Response Information	_____
16. SAIF Videos Office Ergonomics: Simple solutions for comfort and safety	_____
17. Additional ergonomics training (" Safety in Motion ") is available	_____

Fire Extinguisher Training –

OSU employees are not required to use fire extinguishers in the event of a fire. Fire extinguisher training is available for employees who may use an extinguisher in the event of a small fire; only trained individuals are authorized to use a fire extinguisher at OSU. In the event of a fire, pull the fire alarm, evacuate the building, call 911 to provide information about the location and nature of the fire, and stay at the evacuation assembly point to provide further information once fire fighters arrive.

Note: The EHS Training Materials overview is located at <https://ehs.oregonstate.edu/training>

Safety Instruction Title	Initials
18. OSU Fire Extinguisher Use	_____
(In-person Training Sessions)	_____

Acknowledgement

As indicated by my initials and signature, I have completed the training listed above. I understand its meaning and intent, and I will seek additional information and training from my supervisor, as necessary, in the future. I assure my co-workers and supervisor that I accept and will apply this training to my work. I understand that the training above is general training provided by OSU, and my supervisor will provide additional, job-specific training, regarding the use of potentially hazardous chemicals, processes, and equipment. I understand that said training will be documented separately.

Department (print/type)

Employee Name (print/type)

Supervisor Name (print/type)

Employee ID Number (print/type)

Signature of Supervisor

Date

Signature of Employee

Date