**SAFETY TRAINING AND EQUIPMENT ASSESSMENT**

**University of Wisconsin-Stevens Point**

**Supervisor Instructions**: Fill this form out during each employee orientation &/or performance review.

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| Employee Name: |  | Classification: |  |
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| Department: |  | Phone: |  |
|  |  |  |  |
| Date of Hire/ Last Review: |  | Today’s  Date: |  |

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| **Hazard Communication (Globally Harmonized System)**: Employees exposed to hazardous chemicals must be trained: labeling requirements, protective & response measures and use and location of material safety data sheets. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
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| * **Bloodborne Pathogens**: Required training for those likely to be exposed to blood/bodily fluids. Examples of work tasks covered by this standard include: clean-up of blood and custodial. Annual training is required. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
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| * **Personal Protective Equipment**: Employees who are likely to be exposed to hazardous materials or conditions. Examples of work tasks covered by this standard include: need for eye/face protection, gloves, hearing protection, or safety shoes. Training is required initially and after changes in workplace or PPE, or after improper use of PPE. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
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| * **Confined Space**: Employees likely to enter confined spaces. Training must be completed annually. Examples of work tasks covered by this standard include: work in boilers, steam pits, utility pits, etc. First Aid/CPR training is also required in Wisconsin. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
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| * **Lockout/Tagout**: Employees likely exposed to stored energy. Examples of work tasks covered by this standard include: maintenance work involving electricity, pressurized hydraulic fluid, pneumatic, thermal, chemical, and energy including spring force and gravity. Training is required initially and periodically. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
| **Asbestos and Lead**: Employees likely exposed to   * Asbestos fibers or lead. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
| * **Respiratory Protection**: Employees likely exposed to conditions requiring respiratory protection. Examples of work tasks covered by this standard include: demolition, sanding, grinding, spray painting. Training is required annually if respiratory protection is required. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
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| * **Fall Protection**: Employees likely to work on ladders or fall 6 feet or more. Training must be completed initially and periodically. Examples of work tasks covered by this standard include: maintenance and custodial. **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
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| * **Hazardous Waste**: Required for all employees because we are a Large Quantity Generator. Annual training is required; it is necessary for proper emergency responses. Available annually through Hazardous Waste vendor. | | | | Describe Action Taken and Date: | | | |
| **HazMat - DOT**: Required for those who unload and handle hazardous materials (receiving docks – UPS & FEDEX), and for those who prepare hazardous materials for shipment. Annual training is required. | | | | Describe Action Taken and Date: | | | |
| * **Powered Industrial Vehicle:** For employees who use forklifts or other powered industrial vehicles. **Required hands-on training.**   **Available as an online training module.** | | | | Describe Action Taken and Date: | | | |
| * **Spill Prevention, Control, & Countermeasures**: Required training for those who handle oil, such as fuel oil, gasoline, used oil, and used vegetable oil. Annual training is required. Available through EHS on as-need basis for campus. | | | | Describe Action Taken and Date: | | | |
| * **Safety Orientation Handbook:** Available on-line: [http://www.uwsp.edu/rmgt/Pages/ehs/training/New-Employee-Safety-Orientation.aspx](https://www3.uwsp.edu/hr/Pages/New-Employee-Safety-Orientation.aspx) This is required for all new employees. It provides awareness-level training on 20 topics such as Accident Reporting. There is a 20-question quiz at the end. Print the quiz, complete it, and send it to EHS Officer at 127 Stien Bldg. | | | | **NEO IS REQUIRED THROUGH A CLASSROOM COURSE.** | | | |
| * **Emergency Management Plan**: This is required annual training for all employees to become familiar with proper responses to fire, severe weather, gas leaks, power outages, evacuations of persons with disabilities, etc. | | | | Describe Action Taken and Date: | | | |
| * **Electrical Safety:** For employees who work with electricity and may change fuses (Awareness) For employees in Electrician job descriptions, refer to NFPA 70E. | | | | Describe Action Taken and Date: | | | |
| * **Other: See your supervisor for job-specific training relative to the job description and tasks.** * **Online training courses link to the right ->** | | | | On-line courses: [http://www.uwsp.edu/rmgt/Pages/Online-Training.aspx](https://www3.uwsp.edu/rmgt/Pages/Online-Training.aspx) | | | |
| **Employee Name:** |  | **Signature:** |  | | **Date:** |  |
|  |  |  |  | |  |  |
| **Supervisor Name:** |  | **Signature:** |  | | **Date:** |  |