

 <b>THE UNIVERSITY of NORTH CAROLINA GREENSBORO</b>		<b>Employee Training Checklist For Maintenance and Trades Environments</b>	
Employee's Name:		Supervisor's Name:	
Phone Number:		Phone Number:	
DEPARTMENT:			
Initial & Date when each item is completed		<b>Instructions:</b> All employees should be trained in the topics areas on this list to ensure compliance with UNCG safety and health policy and procedures and to reduce the occurrence of workplace illness and injury. 1) Please date and initial each activity when completed by employee. 2) If an activity is not completed, please leave blank. 3) Place a copy in employee's personnel file. 4) Return completed and signed original form to Office of Safety.	
Employee	Supervisor		

### I. SAFETY ORIENTATION

		Viewed <i>Introduction to Safety DVD</i> . (DVD can be viewed at <a href="http://www.uncg.edu/sft/">http://www.uncg.edu/sft/</a> )
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### II. POLICIES AND PROCEDURES

		Located and reviewed sections that pertain to employee's work tasks in UNCG Safety and Health Policy and Procedure Manual ( <a href="http://www.uncg.edu/sft/mntabcon.html">http://www.uncg.edu/sft/mntabcon.html</a> )
		Reviewed emergency telephone numbers and radio procedures for an emergency
		Reviewed <i>UNCG Health and Safety Resources Contact List</i> (available on-line at <a href="http://www.uncg.edu/sft/training.html">http://www.uncg.edu/sft/training.html</a> )
		Employee is aware of fire alarms pull stations locations in buildings where employee will work.
		Employee is aware of emergency exit route maps in buildings where employee will work.
		Instructed employee to return to shop during a building evacuation.
		Reviewed egress requirements for building hallways and fire extinguisher stations
		Instructed that all items are to be stored 20 inches below the ceiling or 18 inches below sprinkler heads
		Reviewed 36 inch access requirements for breaker panels and mechanical rooms

### III. HAZARD ASSESSMENT

		Reviewed job safety analysis for each task employee will be performing
		Reviewed work task hazard assessment sheets
		Reviewed, received and completed instruction about personal protective equipment (PPE) appropriate to each hazard that the employee will face
		Identified all chemicals that employee will use in the work environment
		Located and reviewed Material Safety Data Sheet (MSDS) for each chemical and appropriate PPE that should be worn with each chemical (UNCG chemical MSDS can be found and printed at <a href="http://www.actiocms.com/chemquik/mainpage.cfm">http://www.actiocms.com/chemquik/mainpage.cfm</a> .)

#### IV. EDUCATION AND TRAINING

(Go to <http://www.uncg.edu/sft/training.html> and click on Maintenance and Trades Environment)

		Completed Hazard Communication on-line training module
		Completed Avoiding Back Injuries on-line training module
		Completed Ladder Safety on-line training module
		Completed Slips, Trips and Falls on-line training module
		Completed Bloodborne Pathogen on-line training module ( <b>Plumbers only</b> )

##### A. Maintenance and Trades Employees are required to contact the Office of Safety to schedule the following training classes:

		Completed Fall Protection Training ( <b>For employees who work at heights above 4 feet.</b> )
		Completed Fire Extinguisher Operation training

##### B. Employees who perform the following tasks are required to attend training classes at the Office of Safety. Please call to register for class.

		Completed Lockout/Tagout ( <b>Employees who work with electrical or steam energy.</b> )
		Completed Permit Confined Space ( <b>Employees who enter manholes or other confined spaces.</b> )
		Completed Welding, Cutting and Brazing ( <b>Employees who use gas cylinders to weld, cut or braze.</b> )

#### V. HAZARDOUS WASTE DISPOSAL

		Reviewed procedures for cleaning up chemical spills (Each MSDS provides disposal and spill clean-up instructions.)
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#### VI. BLOODBORNE PATHOGENS TRAINING AND PREVENTION (Plumbers Only)

		Completed acceptance or declination vaccine paperwork and mailed to Office of Safety.
		Scheduled first HepB vaccine at Gove Health Center. ( <b>334-5340</b> )