



Graduate Student Employee Safety Requirements

As a new graduate student employee prior to beginning work you **MUST** review this fact-sheet and complete the following Safety and Environmental Management requirements:

1. Annual Basic Safety Training – Online

Prior to beginning work activities **ALL** graduate employees must complete Basic Safety Training. You can complete this training on-line at <http://www2.umaine.edu/SEM/>. Print out a copy of your test record and training outline.

On-line Instructions: If you do not have a PeopleSoft ID number you must check the box below the People Soft ID Number box and enter your name and the name of your department. Note: This training must be completed on an annual basis to make sure you are kept informed of UMaine Safety and Environmental Management rules and regulations.

2. Department Annual Safety Training

When you report to your supervisor, he/she must conduct the department specific safety and environmental training. The training must also include other key safety and environmental information related to your job assignments or work locations.

Instructions: Provide **YOUR SUPERVISOR** with a copy of the Annual Basic Safety Training record you printed off when you took the on-line Annual Basic Safety Training, your supervisor must review the following topics and document this training by signing your training record. They will keep a copy of your training on file for review.

Specific Training that includes such topics as:

- Emergency Action Plan and fire safety
- Area specific policies and procedures
- Area specific MSDS and chemical information
- Use and limitations of personal protective equipment (PPE)
- Chemical Hygiene Plan training (required for laboratories)
- Chemical Spill Training (required for persons who clean up laboratory spills)
- Hazardous Waste Accumulation Training (required for waste accumulation areas)
- Other department requirements

NOTE: *This training is required upon initial assignment and must be updated annually or when new hazards arise. If you have questions, contact your supervisor.*

3. Supervisor Safety Training

Some graduate student employees will be working in areas that require they supervisor other employees or students. If you are going to supervise others you must attend the Supervisor Safety Training Program. This will class will provide you with many of the tools you need to meet many of the required safety and environmental program requirements. Visit the Safety and Environmental website to schedule training.

4. Other Specialized Safety Training

Some graduate student employees will be working in areas that require additional specialized training. You should ask your supervisor if any of the following tasks and/or equipment apply to your job (Examples) : Blood borne Pathogens, Crowd Manager, Hearing Conservation, Fall Protection, Farm Safety, Fieldwork Safety, First Aid/CPR, Ladder Safety, Laser safety, Powered Industrial Trucks, Radiation safety, Respiratory Protection, etc.

NOTE: PLEASE MAKE SURE YOU BRING A COPY OF THIS FACTSHEET AND YOUR ONLINE TRAINING RECORD TO YOUR SUPERVISOR. IF YOU HAVE QUESTIONS CONTACT THE SAFETY AND ENVIRONMENTAL MANAGEMENT OFFICE AT 581-4055.