



Student Employee Safety Training Requirements

As a student employee (work study, work merit graduate student, or other student performing work for compensation) prior to beginning work you **MUST** review this fact-sheet and complete the following Safety and Environmental Management Training:

1. Annual Basic Safety Training – Online

Prior to beginning work activities **ALL** student 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 can check the “guest” 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	Chemical Hygiene Plan training (req. for laboratories)
Area specific policies and procedures	Chemical Spill (req. for persons cleaning up laboratory spills)
Area specific MSDS and chemical information	Hazardous Waste SAA (for Haz. Waste accumulation areas)
Use and limitations of Personal Protective Equipment	Other department requirements (determined by supervisor)

NOTE: This training is required upon initial assignment and must be updated annually, whenever new hazards arise and whenever and employee demonstrates that training was inadequate. If you have questions, contact your supervisor.

3. Supervisor Safety Training

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

4. Other Specialized Safety Training

Some student employees may also be working in areas that require additional Specialized Safety Training. You should ask your supervisor if any other training is required to do your job (examples include) : Blood borne Pathogens, Crowd Manager, Electrical Safety, 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 DEPARTMENT OF SAFETY & ENVIRONMENTAL MANAGEMENT AT 581-4055.