



Safety Training Form

****This form is required for all new lab workers, lab workers moving to a different lab, lab workers working with a different supervisor, or those who do not have one on file with OLFS****

Lab supervisors/principal investigators – Please list all lab spaces you/your workers will be working in as training requirements can vary from space to space. OLFS needs all rooms listed to ensure accuracy and up to date files. If you are filling out this form for yourself, please review the training courses in this table and mark which trainings are applicable to you. If you are filling out this form with your lab workers, please review the training courses and assess which courses workers are required to complete based on hazards in the lab. Check the box for each required training module.

Online Training:

If you have never completed training in SAP SuccessFactors: This form MUST be completed and submitted with the electronic access request (link below). This applies to ALL lab workers (faculty, staff, students, etc.).

If you have completed training in SAP SuccessFactors: Your account may still be active and an electronic access request may not be necessary. Please submit this completed form via email to labfieldsafety@cmich.edu and OLFS will respond regarding your training status.

Follow the link below to visit the OLFS training page, access the SAP SuccessFactors training instructions, and submit an electronic access request if needed.

[OLFS Online Training Instructions](#)

Lab Worker Name:

Global ID and #:

Department/Group:

Supervisor:

Building:

Room #'s:

Name of Training	Requirement	Frequency	Select Required Training
Aerosol Transmissible Disease	Advised for individuals who use aerosolizing procedures in their work with biological hazards.	Annually	
Biosafety Awareness	Required for individuals who work in a BSL2 environment, but who do not work with BSL2 agents. Door signs will reflect BSL2 designation.	Initial training and retraining as necessary	
Bloodborne Pathogens	Required for individuals with exposure to sharps, blood, and other potentially infectious material. This includes scalpels, syringes, and razors.	Annually	
Chemical Spill Response and Cleanup	Required for individuals with responsibility cleaning up incidental chemical spills.	Initial training and retraining as necessary	
Compressed Gas Cylinder Safety	Required for individuals who label, store, handle, transport, or change out regulators on compressed gas cylinders.	Every 5 years	
Flame Resistant Glove	Required for individuals who wear flame resistant gloves.	Initial training and retraining as necessary	
Flame Resistant Lab Coat	Required for individuals who wear flame resistant lab coats.	Initial training and retraining as necessary	
Formaldehyde Safety	Required for individuals who work with formaldehyde. Meets the training requirements of MIOSHA Part 306.	Annually	
Hazard Communication/Global Harmonized System	Required for non-laboratory workers who work with chemicals, such as individuals in Art and Design.	Annually	
Lab Safety	Required for individuals who work with hazardous chemicals in a laboratory setting.	Annually	

Laser Safety	Required for individuals who operate Class 3B or 4 lasers.	Every 2 years	
Liquid Nitrogen Safety	Required for individuals who fill liquid nitrogen dewars.	Initial training and retraining as necessary	
Radiation Awareness	Required for individuals who do not work with radioisotopes, but who work near radioisotopes, and need to be aware of the potential hazards.	Initial training and retraining as necessary	
Radiation Worker	Required for individuals who work with radioisotopes.	Initial training then refresher annually	
Radiation Worker – Refresher	Required for individuals who work with radioisotopes.	Annually	
Radiation Safety – Bone Densitometer	Required for individuals who operate the DXA bone densitometer.	Annually	
Radiation Safety – XRD	Required for individuals who operate X-Ray Diffraction equipment.	Annually	
Radiation Safety – pXRF	Required for individuals who operate portable X-Ray Fluorescence equipment.	Every 5 years	
Respirator – Voluntary Use	Required for individuals who wear a respirator but are not required to.	Initial training and retraining as necessary	
Respiratory Protection	Required for individuals who are required to wear a respirator.	Annually	
Respiratory Protection – PAPR (classroom)	Required for individuals who wear a Powered Air Purifying Respirator (PAPR)	Initial classroom, then PAPR refresher annually	
Respiratory Protection – PAPR Refresher	Required for individuals who wear a Powered Air Purifying Respirator (PAPR)	Annually	
Shop Safety	Required for individuals who work in shops.	Initial training and retraining as necessary	
Waste Anesthetic Gas (WAG) Safety	Required for individuals who work with isoflurane.	Every five years	