

SITE-SPECIFIC TRAINING

Tailor the MSU EHS general training information to your site. Make it specific to the work each individual will be doing under your supervision.

Utilize the form we provide on our website (<http://bit.ly/site-training>) or create your own for your facility's needs. Below is a list of a few examples of items that should be covered during site-specific training.

- Review specific hazards including biological, chemical, radioactive, and physical.
- Show where and how to segregate and treat the waste that each employee will be generating.
- Give the employee copies of any standard operating procedures/task procedures, review and make sure they know where to access them.
- Explain what they need to do specifically in case of:
 - Emergency
 - Spills
 - Injuries
 - Tornado
 - Fire
 - Shelter in place
 - Security: during events above; when an unidentified person entering facility
- Show where they can access manuals on our website or hard copies if you make those available.
- Demonstrate how to don Personal Protective Equipment (PPE), where it is kept, when to use each type, where to dispose of it, or how to get it laundered/washed.
- Ensure they understand and are comfortable with using equipment in the lab:
 - Fume hoods
 - Biosafety cabinets
 - Laminar flow hoods
 - Centrifuges
 - Survey instruments
- Explain how to develop and maintain an inventory for materials (Biological, Chemical, Radioactive, Toxins).
- Review disinfectants used in your facility, including expiration date, PPE, contact time, and when to use each type.

Site-specific training is required for all employees, including supervisors, prior to beginning work and annually thereafter – review the checklist together, sign, and date.

Make the completed checklists available when EHS inspects the facility.