



VMC Site-Specific Training Checklist

Step 1: Conduct Training and Complete Form

Complete fillable PDF or print and fill out a hard copy. More instructions provided on page 2.

Worker Name: _____ NetID/Email: _____

Trainer: _____ Training Date: _____

Subjects Covered

Indicate subjects covered during training (must correspond to risks present). Indicating "Complete" confirms that each subject was covered thoroughly according to the guide on the following pages.

- Complete Assigned Training
- Complete Safety Protocols
- Complete Chemicals
- Complete Equipment
- Complete Waste
- Complete Emergencies
- Complete N/A Radioactive Isotopes
- Complete N/A X-Ray
- Complete N/A Lasers

Training Notes

Step 2: Upload Form to Ability LMS

If using hard copy, photograph page 1 of your completed form and save/send to an internet connected device.

1. Name your file using the convention **sstc-yourNETID-YY**. Limit file name to 18 characters, do not include periods/dots in file name. Example **sstc-JOESPARTY-22**
2. Upload your file to the **Site-Specific Course in Ability LMS** (<https://bit.ly/EHS-0055-WBT>).

If you work in multiple locations, upload a form for each location.

Training Guide

Assigned Training

1. Compliant with University Physician's Office (HERD): Animal contact and respirator questionnaires complete
2. EHS training: Assigned VMC tracks and any additional trainings related to job duties complete
3. AVMA training: online training completed via AVMA site

Safety Protocols

1. Standard Operating Procedures: Online or hard copy, present upon inspection for any procedure involving radioactivity, biohazard, or hazardous chemical
2. MSU Food policy: show where to store and consume food and drink outside clinical space
3. SDS: know location and present upon inspection
4. Location of [Chemical Hygiene Plan \(PDF\)](#), [Hazardous Waste Guidance](#)
5. Location of [Biological Safety Manual \(PDF\)](#), [Biohazardous Waste Manual \(PDF\)](#)

Chemicals

1. Chemical Storage: know what types are stored where and how to label
2. Hazardous Chemicals: know what types are stored where and how to label
3. Biohazardous Material: know what types are stored where and how to label

Equipment

1. Personnel Protective Equipment: proper type and usage, maintenance
2. Emergency Eyewash/Shower: location and maintenance
3. Compressed Gasses: proper use
4. Disinfectants: Location, use, concentration, SDS, PPE, expiration, and disposal
5. Sharps/Glass/Solid/Liquid Waste: location, labeling, use, and container disposal

Waste

1. Waste Tag proper usage
2. 90 day Disposal: which wastes fall under this law
3. Treatment/decontamination: how to treat each type of waste, hazard, spill

Emergencies

1. Emergency contacts for your area and for the hospital, posted in prominent place or near phone
2. Emergency response procedures, how to report incidents, complete injury reports
 - a. Injuries
 - b. Tornado
 - c. Fire
 - d. Chemical spill
 - e. Radioactive spill
 - f. Shelter in place
 - g. Unusual events/suspicious persons

Radioactive Materials

1. Location of [Radiation Safety Manual \(PDF\)](#), postings, standard operating procedures, survey and calibration records, RSO contact information
2. Isotopes and chemical/physical forms used, location of radioactive material work areas and equipment, radioactive materials labels/signs
3. Survey/monitoring equipment and procedure, instruments used for radioactive work, dosimeter badge requirements
4. Location, handling, and labeling of radioactive waste
5. Contamination response

X-Ray Machines

1. Location of postings, procedures, [Radiation Safety Manual \(PDF\)](#), State Rules
2. Signs, labels, PPE requirements
3. Safe operation of the x-ray equipment, dosimeter badge requirements

Laser

1. Location of [Laser Safety Manual \(PDF\)](#), Standard Operating Procedures
2. Laser hazards present in lab
3. Labeling, warning systems, interlocks, and other safety systems