

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.

Training Categories

Indicate subjects covered during training (must correspond to risks present). See guide on following pages for checklist of items that should be discussed in each category.

Complete

- Assigned Trainings
- Safety Protocols
- Chemicals
- Equipment
- Waste
- Emergencies

Complete N/A

- X-Ray
- Radioactive Isotopes
- 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 [Lab Site-Specific Course in Ability LMS](https://bit.ly/EHS-0055-WBT) (<https://bit.ly/EHS-0055-WBT>).

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

Training Guide

Assigned Trainings

1. Compliant with University Physicians Office (HERD)- Animal contact and respirator Questionnaire complete
2. EHS trainings- Assigned VMC traTraincks complete. Any additional trainings related to job duties complete
3. AVMA trainings- online trainings required, but located on the AVMA site

Safety Protocols

1. Standard Operating Procedures – Online/ 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. Chemical Hygiene Plan – Online
5. Hazardous Waste Guide – Online
6. Biological Safety Manual – Online
7. Biohazardous Waste Plan - Online

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 Materials - Know what types are stored where and how to label

Equipment

1. Personnel Protective Equipment - know what types, when to use, and how to maintain them
2. Emergency Eyewash/Shower - Know location and maintenance
3. Compressed Gasses - Know how and when to use
4. Disinfectants - Location, use, concentration, SDS, PPE, expiration, and disposal
5. Sharps/Glass/Solid/Liquid Waste - Location, labeling, use, and disposal of container

Waste

1. Waste Tags - Use
2. 90 day Disposal - what 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 the hospital
2. Emergency Response Procedures –who to report to, filling out injury reports, unusual events, suspicious persons, active violence, tornado, fire, chemical spill, radioactive spill
3. Emergency Response Procedures - Posted in prominent place or near phone

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

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

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