

Employee Safety Training

All employees of the chemistry department are required to partake in safety training. Employees include: faculty, staff (stockroom clerk, administrative assistant), laboratory supervisor, lab assistants, and students actively involved in research projects. It is assumed that all employees have already completed safety orientation, but if they have not, should complete the safety orientation before receiving any of the training outlined below.

Types of Training:

1. Globally Harmonized System (GHS): This training covers the Hazard Communication and is administered by UE Environmental Management. This is an online training session that takes about half an hour to complete. As new employees begin in the department, then they receive the training. Currently, once the training is complete, it is not repeated.
2. Fire Extinguisher Training: Training on the types and use of fire extinguishers takes place one a year, as needed, for employees of the chemistry department (as well as other departments on campus). Personnel in UE Environmental Management conduct the classes at a time and site to be determined. Once a training session has been completed by an employee, they have the option to repeat as often as they would like. It is recommended, however, that an employee repeat the training and every 3-4 years.
3. First Aid Training: Training on the basic first aid for injuries that could occur in the laboratory takes place one a year, as needed, for employees of the chemistry department (as well as other departments on campus). Personnel in UE Environmental Management conduct the classes at a time and site to be determined. Once a training session has been completed by an employee, they have the option to repeat as often as they would like. It is recommended, however, that an employee repeat the training and every 3-4 years.
4. Chemical Management Training: Since the department of chemistry obviously deals with a variety of chemicals the proper management of these chemicals is essential. Chemical management includes: ordering, receiving, storage, tracking, inventory, and ultimately waste disposal. Any employee that is involved in any aspect of chemical management must be trained properly. Training will be administered by members of the safety committee.
5. Emergency Evacuation Training: UE routinely conducts evacuation drills for fire, tornado, and earthquakes, and monitors the response of all university employees and students. As part of lab safety, all individuals in chemistry labs discuss and review the evacuation routes and procedures and follow these procedures during drills.