|  |  |
| --- | --- |
| WWU Lab/Shop/Studio-Specific Safety Training Record  Employee/Student Name:  PI/Supervisor Name: |  |
| **Chemical Hygiene Plan Training** | |
| Note: PIs, Safety Coordinators, and Staff in supervisory roles should contact EHS if they are unfamiliar with any of the Chemical Hygiene Plan (CHP) elements listed below.  [ehs@wwu.edu](mailto:ehs@wwu.edu) | |
| **Chemical Hygiene Plan Component Training** | **Date Completed** |
| EHS's [Chemical and Laboratory Safety Canvas Course](https://wwu.instructure.com/enroll/4GMK3T) |  |
| Location and orientation of your lab or department-specific CHP document. |  |
| Location and orientation of your written Standard Operating Procedures (SOPs) that include safety and emergency information. |  |
| Emergency contact numbers (including after-hours) for: Police, Fire, Medical, University Dispatch, Facilities Management, Environmental Health and Safety, faculty member(s) in the space, and other support staff with essential safety functions. |  |
| Determining exposure limits for airborne contaminants ([WAC 296-841-20025](https://apps.leg.wa.gov/wac/default.aspx?cite=296-841-20025)) and methods of containment in your space. |  |
| Location of Safety Data Sheets (either through [CHIMERA](https://ehs.wwu.edu/chimera-links-instructions-and-faq) or paper copies) and other safety references/resources. |  |
| Hazards of your workspace and how to detect the presence or release of hazardous chemicals and the signs and symptoms of overexposure. |  |
| Requirements for Personal Protective Equipment (PPE). How and when to select, don and doff, and maintain supplies. |  |
| Proper chemical storage procedures for the workspace. |  |
| Proper collection, storage, and disposal of workspace waste. |  |
| Location of emergency response equipment, including but not limited to: emergency eyewashes and safety showers, first aid kits, spill kits, fire extinguishers, fire blankets, emergency shutoff buttons/switches. |  |
| How to respond to spills, exposures, other emergencies, and hazards and near-misses and how to report them through [EHS's Incident/Hazard Reporting system](https://ehs.wwu.edu/incident-hazard-reporting). |  |
|  |  |
| **Other Training** | |
| Other required training may include: bloodborne pathogens, respirator training and fit testing, formaldehyde use, hazardous material shipping awareness, lockout/tagout, animal care and use, human subjects protections, HIPAA, SCUBA diving, chemical and procedure-specific training, etc. | |
| **Name of Training** | **Date Completed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Add Additional Sheets as Necessary

After initial trainings are completed, student/employee should sign and date this form. Update as new trainings are completed. Save this document in your records.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_