

ATTACHMENTS

Attachment 1

UWEC CHEMISTRY DEPARTMENT STUDENT LABORATORY COLLABORATOR SAFETY TRAINING REPORT FORM

State of Wisconsin regulations mandate certain provisions for documentation of training of employee/students whose assigned activities may expose them to chemical and physical hazards in the laboratory setting. Nominally formal laboratory courses achieve this requirement through class rosters developed by registration. This form is intended to extend coverage to student laboratory collaborators, including directed study and independent study students. The minimum training requirements applicable to such student laboratory collaborators are outlined on the reverse side of this form and are the specific responsibility of the immediate supervisor. **By signing this form, the supervisor certifies that the initial safety training has been provided to the students listed and agrees to be responsible for further training as needed to work in the supervisor's laboratory. The student signature certifies that they have received the indicated training.**

Directions: Please return the completed form to the Chemistry Department Chemical Hygiene Officer (CHO) by the end of the third week of each reporting term. If additional student laboratory collaborators need to be reported after this date, the appropriate form is on line at <http://www.chem.uwec.edu/king/safety.html> .

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Reporting Period: 2015 – 2015

- Fall Semester + Winter Interim
 Spring Semester + Spring Interim
 Summer Session

Supervised Students Extended Training:

- | | |
|---|-----------------------------|
| 1. Students's Name: _____
(please print) | Students's Signature: _____ |
| 2. Students's Name: _____ | Students's Signature: _____ |
| 3. Students's Name: _____ | Students's Signature: _____ |
| 4. Students's Name: _____ | Students's Signature: _____ |
| 5. Students's Name: _____ | Students's Signature: _____ |
| 6. Students's Name: _____ | Students's Signature: _____ |
| 7. Students's Name: _____ | Students's Signature: _____ |
| 8. Students's Name: _____ | Students's Signature: _____ |
| 9. Students's Name: _____ | Students's Signature: _____ |
| 10. Students's Name: _____ | Students's Signature: _____ |

See back side of form (following page)

Elements of Appropriate Safety Training for Student Laboratory Collaborators

Authorization:

UWEC Student Services and Standards Manual, RE: University of Wisconsin Statement on Safety and Health Policy

Wisconsin Administrative Code, Department of Industry, Labor and Human Relations, Chapter ILHR 32, Safety and Health Standards for Public Employees

Student laboratory collaborators who are not employees are included under the Right-To-Know Law (Wisconsin Statute 101.58)

Required Information and Training:

At a minimum, training and information requirements must include the following:

1. Signs and symptoms associated with exposure to hazardous chemicals: refer to SDS's (formerly the MSDS).
2. Specific procedures which are to be put into effect to provide protection, including engineering controls (hoods, safety showers, fire extinguishers, etc.), work practices, personal protective equipment, etc., if appropriate for the work to be done.
3. Procedure to follow if an exposure incident or accident occurs. For very minor cuts, use the first aid resources available in each lab. For accidents involving more than minor cuts, go to the student health services. Other situations, as appropriate, will be discussed by the lab supervisor.
4. Methods and observations that can be used to detect the presence of hazardous materials, i.e., visual appearance or odor, etc.
5. An explanation of the modes of transmission for blood borne pathogens and instructions in the use of potentially infectious materials and biohazardous agents, if appropriate for the work to be done.
6. Appropriate hazardous waste disposal techniques. It is recommended that each experiment, procedure, or exercise include written instructions concerning the proper disposition of wastes generated.
7. Discussion of safe handling and storage of hazardous chemicals, including the appropriate labeling to be employed. It is recommended that each experiment, procedure, or exercise include written instructions concerning the proper disposition of wastes generated.
8. The existence and availability of the Chemistry Department Chemical Hygiene Plan.
9. The existence and the provisions (as appropriate) of the Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR Part 1910, Federal Register. A summary pamphlet entitled "Exposure to Hazardous Chemicals in Laboratories", OSHA 3119, is available from the W. D. McIntyre Library. A copy will be available from the CHO.
10. Location and availability of known reference materials on the hazards (physical, chemical & health), safe handling, storage and disposal of hazardous chemicals, including the rudiments of proper labeling. Nominally this information is available in the Safety Data Sheets (SDS) (formerly the MSDS's), in part, located in Phillips 456. SDS's (or MSDS) are available on the web from multiple sources.
11. Permissible exposure limits for regulated substances and recommended exposure limits for other hazardous chemicals where no OSHA standard applies (refer to SDS's).
12. Where appropriate, instruction on the proper transport of cryogenics in unsealed containers, or on the proper procedures for working with evacuated containers.

All such information shall be provided at the time of the collaborator's initial assignment to the work area where hazardous chemicals are present and subsequently whenever new exposure situations arise.

In addition, supervisors of student collaborators are encouraged to regularly consult with the CHO for recommendations on additional safety training options.