

Instructions to guide PIs/Chemical Owners to document the Site-Specific Training to students/employees.

Prerequisites:

The new employee/student must complete <u>required ONLINE trainings</u> BEFORE receiving IN PERSON Site Specific Training from their PIs or Lab Managers.

The ONLINE trainings are available at <u>http://cems.uta.edu</u>. The new employee/student can login with UTA credentials and find required trainings under "view available courses" in Training section.

Steps to document Site Specific Training:

Step 1: Go to Chemical Environmental Management System (CEMS) http://cems.uta.edu.

Step 2: Click on "login" in "My Profile" window:



Step 3: Login with your UTA credentials:

Login



Step 4: On your CEMS Dashboard go to "Site-Specific Training" section. Click on it to open:



Step 5: Click on "new record":

UTA Hazard	-	G	×
UTA Hazard Communication Program Site-Specific Training Record			^
* indicates a required field			
The University requires documentation that all laboratory employees/students who use or handle hazardous materials/machinery (chemicals, radioactive materials, biohazards, lasers) are trained in accordance with the Hazard Communication Act. This requires the completion of both General Hazard Communication Training and Site-Specific Training, and if applicable, Basic Radiation Safety, Laser Safety, Biosafety Level 2 (BSL-2), and Bloodborne Pathogens for Laboratory Research Personnel Training. The Lab Supervisor or Principal Investigator (PI) is responsible for ensuring that Site-Specific training is provided to new employees/students. Employees/students must be retrained whenever the potential for exposure to hazardous materials increases significantly or when new or significant hazard information is received. In compliance with UT Arlington's Laboratory Safety Manual, Hazard Communication Program and the Texas Hazard Communication Act, the individuals listed below have attended a training session covering the topics listed on the next page of this document.			
If you have difficulties filling out the electronic form please contact EH&S at <u>ehsafety@uta.edu</u> .			
*Location			
Find the location by typing in the room number above. If the location does not exist, please contact EH&S.			-

Step 6: In "Location" field start typing the Room number of your laboratory/shop and choose from given options.

Step 7: In "User who received in person training" field start typing the name of the new employee/student and choose from given options. Please note: if the user has not completed any of the online trainings and does not have an active CEMS account, their name will not appear.

Step 8: Fill in "Date of in person training".

Step 9: Click on section title to see and check each topic if applicable.

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Click section titles below to see each topic.			•
▼ General Lab Topics			
Personal Protective Equipment (PPE)			
A frame resistant lab coat and/or long sleeve apron, protective eyewear, long pants and closed toe shoes are the minimum PPE for work in a laboratory where chemical, biological, radiological, or mechanical hazards are present. This clothing shall be supplemented, as necessary, with the appropriate gloves and other personal protective equipment (PPE) necessary for the tasks to be performed. Hair longer than shoulder length must be tied back or constrained in such a way that there is no risk of it making contact with lighted Bunsen burners and other potential hazards.			1
Laboratory Fume Hoods			
Use a laboratory fume hood to reduce or eliminate exposure to hazardous substances/air contaminants (volatile liquids, dusts, and mists). In addition, a laboratory hood or other suitable containment device must be used for all work with Particularly Hazardous Chemicals (see the list under Quick Links on CEMS Dashboard). Keep all apparatus at least 6 inches back from the face of the hood. Keep the hood sash closed as much as possible. Keep the hood slots and baffles free of obstruction by apparatus or containers.			
Safety Showers and Eye Wash Stations (Location/Use)			
Know the location of the Safety Equipment! Safety Showers and Eve Wash Stations are designed to mitigate the damage caused by exposure to corrosive injurious substances			

Step 10: Enter information into "Other Safety Topics Specific to this Lab".

► Radiation Producing Machine (X-Ray) Safety Items. Refer to EH&S Radiation Safety website for the manual and SOPs.						
► Laser Safety Items. Refer to EH&S Laser Safety website for the manual and SOPs.						
Other Safety Topics Specific to this Lab:						
cancel	submit					

Step 12: Click on "submit". The record will be saved on your and new user's CEMS Dashboard.