

EH&S Safety Training Matrix for Shop Personnel

What? This document outlines the EH&S safety training required (◆) or recommended (●) for all personnel working in a shop setting. Answer the questions below with your principal investigator (PI) or shop safety coordinator to determine which tasks are part of your job. If your answer is yes to a question, the diamond or circle to the right represents a training class that supports that task.

Who? Principal investigators (PIs), lab supervisors, shop and research personnel, graduate students & undergraduate students in academic support shops. **UW Facilities Shop Personnel should follow departmental training requirements.**

Are you a UW faculty, staff, or student...		Complete this training requirement (see key below)																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Fire & Life Safety	Working in a shop?	◆	●																	
	Working with flammables, combustibles, or reactive materials?	◆	◆																	
	Required (assigned) to administer First Aid as a duty of your work?			◆																
Chemical Hazards	Working with chemicals?				◆															
	Working in a fume hood?				◆	◆														
	Working with compressed gasses or cryogenic fluid?				◆		◆													
	Using a respirator (for anything beyond nuisance dust)?				◆			◆												
Physical Hazards	Working with hand or power tools?								◆	●										
	Working with electrical or powered equipment?									◆										
	Servicing or maintaining equipment?									◆	◆	◆								
	Around equipment or machines being serviced or maintained?									◆			◆							
	Working in a noisy area or using loud equipment?													◆						
	Operating a forklift?														◆					
	Using portable or fixed ladders?															◆				
	Lifting more than 20 lbs.?																◆			
	Operating a crane?																	◆	◆	●
	Hoisting or rigging a load?																	●		◆

Key	Requirements	Frequency
1	Fire Extinguisher – Online	Initial
2	Fire Extinguisher - Hands On	Initial
3	First Aid and CPR Certification	2 years
4	Globally Harmonized System (GHS) / HazCom – Online	Initial
5	Fume Hood Training – Online	Initial
6	Compressed Gas Safety - Online	Initial
7	Respiratory Training and Fit Testing** - In person	Annual
8	Hand and Power Tools* - Online	Initial
9	Machine Guarding* – Online	Initial
10	Basic Electrical Safety – Online	Initial

Key	Requirements	Frequency
11	Lockout/Tagout* – Classroom	Initial
12	Lockout/Tagout – Online	Initial
13	Hearing Conservation – Online	Annual
14	Forklift Operator* – In person	3 years
15	Ladder Safety - Online	Initial
16	Back Safety and Injury Prevention - Online	Initial
17	Overhead and Gantry Crane* - Online	Initial
18	Crane Operator Training***	Initial
19	Rigging Safety* - Online	Initial

*Shop Specific training is required in these areas and any other Shop specific processes. Document on Shop Specific Training form.
 **Respiratory Training/Fit Testing requires EH&S approval including formal respirator request and medical clearance prior to training
 ***Crane operator training is not offered by EH&S; see Shop Safety webpage or contact us for information on training vendors.

Document completed safety training courses on the EH&S Safety Training Log for Shop Personnel.

EH&S Safety Training Log for Shop Personnel

Complete the following chart using the [EH&S Safety Training Matrix](#). Shops must maintain a log of shop personnel training records (one sheet per one shop personnel) or in another documented, organized method. The PI or shop safety coordinator must sign off once all training requirements have been completed. Update training records as appropriate. Maintain training documents with all Shop Safety records.

Shop Employee/Student name: _____ Signature: _____

Shop Safety Coordinator Signature: _____ Date: _____

Please find the links to all of the EH&S courses at www.ehs.washington.edu/training.

Key	Training Requirement	Necessary for your position		Date complete
1	Fire Extinguisher - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Fire Extinguisher - Hands On	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	First Aid and CPR Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Required every 2 years
4	Globally Harmonized System (GHS) / HazCom - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Fume Hood Training - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	Compressed Gas Safety - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7	Respiratory Training and Fit Testing** - In person	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Required annually
8	Hand and Power Tools* - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9	Machine Guarding* – Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10	Basic Electrical Safety – Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11	Lockout/Tagout* – Classroom	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12	Lockout/Tagout – Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13	Hearing Conservation – Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Required annually
14	Forklift Operator – In person	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Required every 3 years
15	Ladder Safety - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16	Back Safety and Injury Prevention - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
17	Overhead and Gantry Crane - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
18	Crane Operator Training**	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
19	Rigging Safety - Online	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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