

## Training Assessment Form for Laboratory Personnel

Supervisor \_\_\_\_\_

Employee \_\_\_\_\_

**Purpose:** The purpose of this form is to help personnel in research and conservation laboratories determine general health and safety training requirements. Depending upon the specific activities performed additional site specific training may be required.

### Instructions:

- Complete this form by checking any job functions that apply for the laboratory personnel named above. If you have any questions regarding which job functions apply, contact your principal investigator or other designated laboratory representative. Column 2 provides information regarding required training or follow up for any areas checked in column 1. Column 3 provides dates of initial and refresher training completion.
- Use the links to determine how to complete required training.
  - To register for GSU-prescribed trainings, sign up [online](https://app.gsu.edu/training_reg/admin/login.cfm?system=12) here: [https://app.gsu.edu/training\\_reg/admin/login.cfm?system=12](https://app.gsu.edu/training_reg/admin/login.cfm?system=12).
  - You can also submit this [Training Request Form](#) via email to [eprograms@gsu.edu](mailto:eprograms@gsu.edu).
  - Keep a copy for your records.

Job Function	Required Training	Completed Training
<b>Right to Know</b> State law requires all employees to complete.	<b>BOR: Right to Know Training</b> <a href="http://www.usg.edu/facilities/rtk-ghs">http://www.usg.edu/facilities/rtk-ghs</a> Please attach online course certificate.	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Potentially Infectious Material/Recombinant DNA</b> Work with or may come in contact with rDNA, infectious agents and/or established human cell.	<b>BOR: Biosafety/Bloodborne Pathogens Training</b> <a href="http://www.usg.edu/facilities/training/pathogens/">http://www.usg.edu/facilities/training/pathogens/</a>	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Hazardous Waste Awareness</b> Entering in a research or teaching laboratory.	<b>BOR: Hazardous Waste Awareness Training</b> <a href="http://www.usg.edu/facilities/training/hazwaste/">http://www.usg.edu/facilities/training/hazwaste/</a>	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Fire Extinguishers</b> Regularly work with flammable liquids or solids.	<b>BOR: ABC's of Portable Fire Extinguishers, Selection, Use, and Maintenance</b> <a href="http://www.fireextinguisher.com">http://www.fireextinguisher.com</a>	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____

<b>Security Awareness</b> Annual Security Awareness Training is required for everyone visiting or working in: <ul style="list-style-type: none"> <li>Petit Science Center (PSC)</li> <li>Natural Science Center (NSC)</li> <li>Kell Hall</li> <li>Science Annex</li> <li>Collabtech</li> <li>Language Research Center</li> <li>Any other GSU research facility</li> </ul>	<b>Security Awareness Training</b> 42 CFR § 73.11  GSU Desire 2 Learn Online Course	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Laboratory Safety</b> Entering in a research or teaching laboratory.	<b>Laboratory Safety Training</b> 29 CFR § 1910.1450  GSU Desire 2 Learn Online Course	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Radiation</b> Work with ionizing radiation, use x-ray or laser generating equipment	<b>Radiation Safety Training</b> 10 CFR § 20  GSU Desire 2 Learn Online Course  <a href="http://ursa.research.gsu.edu/files/2013/04/Radiation">http://ursa.research.gsu.edu/files/2013/04/Radiation</a>	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Emergency Response</b> Entering in a research or teaching laboratory.	<b>Emergency Response Training</b> GSU Desire 2 Learn Online Course	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Hazardous Materials Transportation</b> Any employee whose work directly affects hazardous materials transportation safety.	<b>DOT Training</b> GSU Desire 2 Learn Online Course	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____
<b>Working in BSL-4 Laboratory</b> Entering a BSL-4 Laboratory	<b>Select Agent Program Tier 1 Suitability Training</b> GSU Desire 2 Learn Online Course	Initial training completed Year: 20____  Years Refresher Completed: 20____ 20____ 20____ 20____ 20____ 20____