Site-Specific Training Documentation

It is the responsibility of the supervisor to conduct site/task specific training for their workers and students to ensure that all tasks are completed in a safe manner.

In order to conduct site-specific training, the supervisor should:

* Ensure that all necessary mandatory and hazard-specific training has been completed (this can be done in advance)
* Instruct the worker to read the relevant safe operating procedures (SOP), job hazard analysis and operating manuals
* Demonstrate how to complete the task as per the SOPs and have the worker observe
* Instruct the worker to perform the task and observe the worker to verify that the worker meets the performance expectations for safety
* Document the training provided

In addition to task-specific training on SOPs, training should also be provided on items such as: working alone procedures, use of personal protective equipment, hazardous waste disposal, chemical use, emergency response, spill response, and incident reporting.

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| --- | --- | --- | --- | --- |
| **Procedure** | **Worker Sign Off** | | **Supervisor Sign Off** | |
| Signature | Date | Signature | Date |
| Refer to SOP: Use of an ethanol burner  Summary: An alcohol burner is used for flame sterilization. This equipment poses a potential fire and/or injury threat. The following safety instructions should be followed when manipulating burners:  - Note the location of the laboratory fire extinguisher before starting  - Ensure the following personal precautions are taken: tie back long hair; do not wear loose long sleeves nor dangling jewelry  - Do not place any other chemicals close to the burner  - Never leave open flames unattended  - Cap the burner to extinguish the flame when not using it  Source: https://ehs.usc.edu/research/lab/laboratory-burner-safety/ |  |  |  |  |

Training records should be stored as per department procedures.