

HIM/NRB EHS Training Checklist

Employee's Name: _____
 (Please print) First Name Last Name

Signature: _____

Contact Info: _____
 E-mail Phone Number

Institution: BWH BIDMC DFCI HMS **Department:** _____
 (Circle one)

*** Indicates that training is covered during the Annual Environmental Health and Safety (EH&S) Training for Harvard Institutes of Medicine (HIM)/New Research Building (NRB) Laboratory Personnel.**

(Check Which Activities Apply to Employee's Work)

Check Here	Activity	Required Training	Division Providing Training	Training Completion Date	Attach training certificates of completion or obtain trainer's signature to document completion.
<input type="checkbox"/>	Work in an Office Area Only, Not in a Laboratory	Administrative Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Blood, Human Fluids, Human Immunodeficiency Virus, Hepatitis B, and/or Hepatitis C.	Bloodborne Pathogens Training	* HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Biological Materials and Generating Biological Waste.	Biological Safety Training	* HIM/NRB EH&S Office		
<input type="checkbox"/>	Using a NIOSH-approved Respirator and/or Surgical Mask.	Respirator Training and Fit-Testing	HIM/NRB EH&S Office		
<input type="checkbox"/>	Shipping Infectious or Biological Materials including DNA	Department of Transportation and International Air Transport Association Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Using Radionuclide, X-ray Producing Devices, or Lasers	Radiation Safety Training	Harvard Radiation Safety Office		
<input type="checkbox"/>	Using Hazardous Chemicals	Hazard Communication Standard Training	* HIM/NRB EH&S Office		
<input type="checkbox"/>	Generating Hazardous Chemical Waste	Hazardous Waste Training	* HIM/NRB EH&S Office		

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<input type="checkbox"/>	Responsible for Satellite Accumulation Area (SAA)	SAA Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working in HIM/NRB Building	Emergency Response Training *	HIM/NRB EH&S Office		
<input type="checkbox"/>	Evacuation Monitor	Evacuation Monitor Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working in an Area which has Excessive Noise	Hearing Conservation Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Ethylene Oxide	Chemical Specific Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Benzene	Chemical Specific Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Formaldehyde	Chemical Specific Training *	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Lead	Chemical Specific Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Methylene Chloride	Chemical Specific Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Nitrous Oxide	Chemical Specific Training	HIM/NRB EH&S Office		
<input type="checkbox"/>	Working with Animals Carcasses, Animal Tissue or Cell Lines, Bedding, or Waste	Safe Use of Laboratory Animals at Harvard Longwood Campus Training	Animal Resources & Comparative Medicine		

If you have any questions about training dates and times or an on-line alternative, please contact the following:

HIM/NRB EH&S Office: 617-432-2762 or <http://www.himnrbehs.com/himnrbehs/training.asp>

Harvard Radiation Safety: 617-495-2060 or <http://www.uos.harvard.edu/ehs/radsafety/training.shtml>

Animal Resources & Comparative Medicine: 617-432-1285 or <http://arcm.med.harvard.edu/>

Thank you for your help in ensuring a safe environment for everyone.