



Site-Specific

Training

Information | Course Outline | Training Record

Instructions:

1. Complete the **Information** for all locations.
2. Provide training on the topics according to the **Course Outline** for each employee.
3. Document training on the **Training Record** and submit according to instructions on the bottom of the form.

Information

about this work-area

1. Supervisor

Name:	
Location: <i>(Building, Room #)</i>	

2. Written Documents

Document	Location
Emergency Action Plan (EAP)	Online at http://ehs.ucr.edu
Emergency Procedures and Contacts	
Fire Prevention Plan (FPP)	Online at http://ehs.ucr.edu
Hazard Assessment (including PPE hazard assessment certification)	
Hazard Communication Program or Chemical Hygiene Plan	Online at http://ehs.ucr.edu
Injury and Illness Prevention Plan (IIPP)	
Injury and Medical Treatment instructions (including reporting)	
Safety Data Sheets for hazardous substances	Online at http://www.ucmsds.com
Safety Manuals (including health and safety policies and/or safety rules)	
Standard Operating Procedures (SOPs)	
Training Records	Online at http://ucrllearning.ucr.edu



3. Emergency / Safety Equipment

Equipment	Location
Personal Protective Equipment (PPE):	
Phone:	
First Aid Kit:	
Fire Extinguisher:	
Fire Alarm Pull Station:	
Safety Equipment (e.g., safety eyewash, safety shower, spill kit).	
Other: (e.g., tools, heavy equipment / vehicles, office or laboratory equipment, etc.)	



Course Outline

Topics and Objectives covered in this training

Information and Training

(from *Information about this work-area*)

- Locate and review the details of **written documents**
- Complete the following **training requirements** before beginning work:
 1. **Safety Orientation** (or Laboratory Safety Orientation)
 2. **Other courses** as determined by a training Needs Assessment.
- Locate and demonstrate safe use of **emergency / safety equipment** and nearest exits.

Hazards

(from Hazard Assessment, Job Hazard Analysis (JHA), and/or PPE Hazard Assessment certification.

- Determine which hazards are present in the work area.

Acknowledgment

By my signature below, I acknowledge the contents, requirements, and responsibilities outlined in this Site-Specific training (including Standard Operating Procedures). I hereby agree that I have received, read, understood, and had an opportunity to ask questions about the University of California’s safety policies and procedures. Any additional questions I have may be directed to Environmental Health & Safety. By my signature I acknowledge the contents, requirements, and responsibilities outlined in written documents (e.g., Injury & Illness Prevention Plan, Safety Manual(s), Written Protocols and/or Standard Operations Procedures).

Employee

Date

Supervisor

Date

Personal Protective Equipment (PPE)

(8 CCR 3380-3387)

- Demonstrate ability to use PPE properly

Standard Operating Procedures (SOPs)

- Review details of written SOPs
- Acknowledge the contents, requirements, and responsibilities outlined in the SOPs
- Sign the SOPs that apply to the work-area

Emergencies and Fires

Fire Prevention Plan (8 CCR 3221)

- Determine which fire hazards are present in the work area

Emergency Action Plan (8 CCR 3220)

- Review Injury or Medical Treatment instructions

