EH&S Safety Training Matrix for Shop Personnel

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.

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.

### Who?

- Principal investigators (PIs), lab supervisors, shop and research personnel, graduate students & undergraduate students in academic support shops.

### What?

- Working in a shop?
- Working with flammables, combustibles, or reactive materials?
- Required (assigned) to administer First Aid as a duty of your work?
- Working with chemicals?
- Working in a fume hood?
- Working with compressed gases or cryogenic fluid?
- Using a respirator (for anything beyond nuisance dust)?
- 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: Fire Extinguisher – Online
- ▲ Frequency: Initial
- ◇ Requirements: Fire Extinguisher - Hands On
- ◆ Frequency: Initial
- ◆ Requirements: First Aid and CPR Certification
- ◆ Frequency: 2 years
- ◆ Requirements: Globally Harmonized System (GHS) / HazCom – Online
- ◆ Frequency: Initial
- ◆ Requirements: Fume Hood Training – Online
- ◆ Frequency: Initial
- ◆ Requirements: Compressed Gas Safety - Online
- ◆ Frequency: Initial
- ◆ Requirements: Respiratory Training and Fit Testing** - In person
- ◆ Frequency: Annual
- ◆ Requirements: Hand and Power Tools* - Online
- ◆ Frequency: Initial
- ◆ Requirements: Machine Guarding* – Online
- ◆ Frequency: Initial
- ◆ Requirements: Basic Electrical Safety – Online
- ◆ Frequency: Initial
- ▲ Requirements: Lockout/Tagout* – Classroom
- ◆ Frequency: Initial
- ▲ Requirements: Lockout/Tagout – Online
- ◆ Frequency: Initial
- ◆ Requirements: Hearing Conservation – Online
- ◆ Frequency: Annual
- ▲ Requirements: Forklift Operator* – In person
- ◆ Frequency: 3 years
- ◇ Requirements: Ladder Safety - Online
- ◆ Frequency: Initial
- ◆ Requirements: Back Safety and Injury Prevention - Online
- ◆ Frequency: Initial
- ◆ Requirements: Overhead and Gantry Crane* - Online
- ◆ Frequency: Initial
- ▲ Requirements: Crane Operator Training***
- ◆ Frequency: Initial
- ▲ Requirements: Rigging Safety* - Online
- ◆ Frequency: 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 Rev. April 2020 | www.ehs.washington.edu/training
EH&S Safety Training Log for Shop Personnel

Complete the following chart using the [EH&S Safety Training Matrix](https://www.ehs.washington.edu/training). 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](https://www.ehs.washington.edu/training).

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

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