

# ANNUAL SAFETY TRAINING REVIEW - ATTENDANCE RECORD

Instructor: _____ DATE: _____
Training Aids Used: _____
Building and Rooms Covered: _____

## Training Topics Covered:

- Review Department IIPP and EAP, Campus Chemical Hygiene Plan, how to make a report/Hazard alert form from Appendix A IIPP.
- Chem. Inventory Procedures, MSD's, Safe Chem. Handling & Spill Procedures (Safety Net #13)
- New WASTE system (Haz Waste Mgmt), Storage & Removal, (Safety Net #3, 8, 43, 110)
- Review of lab SOP's, highlight new SOP's, Update signatures if more than 3 years old.
- Review of Lab Safety Plan, Emergency exits, Fume hood use, electrical safety/extension cords.
- Review of PPE's: usage, care and condition of current PPE's.
- Review training procedures for all lab workers, Recertify LHAT, expiring UC Lab Safety Fundamentals require renewal.
- Other topics:

## Attendees - please sign and print your name legibly. Use additional sheets as needed.

#	Print Name	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
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