



## Bio Basics Fact Sheet: Research Lab Safety Training Requirements

### Documentation

All training must be documented.

- For Environmental Health and Safety in-person or on-line training listed below, documentation will be automatically entered into an employee's PeopleSoft record.
- Employees may view their training record and self-report training in PeopleSoft via the Office of Human Resource's Employee Self-Service page, <http://hrss.umn.edu/trainingmenu/index.html>. Click on Personal Training Record, log in and scroll down to the bottom of the page.
- A training record template is provided for lab specific safety training, <http://www.dehs.umn.edu/Docs/SafetyTrainingRecord.doc>.

### Purpose

To provide an overview of the safety training requirements for University of Minnesota research labs. It is the responsibility of each department to:

- identify work place hazards
- identify affected employees
- provide employee access to appropriate hazard information
- train employees regarding hazards in the work place upon initial assignment, **annually**, and when a new hazard is introduced
- keep training records for five years

### Mandatory Training Requirements Fall into Four Areas:

- general lab safety training for all lab workers
- specific material use training
- lab specific safety training/new employee training
- building specific access training

#### 1. General Lab Safety Training

Three web-based tutorials that are mandatory for all lab workers are available at [http://www.dehs.umn.edu/training\\_newlabsafety.htm](http://www.dehs.umn.edu/training_newlabsafety.htm).

All University of Minnesota faculty, staff, and students that work in or supervise individuals working in laboratories are required by law to receive training regarding safety issues and practices in their work place. Training is mandated by both the federal Laboratory Safety Standard and the Minnesota Employee Right to Know Act and is required upon hire, at refresher intervals (at least annually), and whenever a new procedure is introduced.

Environmental Health and Safety (DEHS) provides basic safety training for new faculty, staff, and students.

- Introduction to Research Safety
- Chemical Safety
- Chemical Waste Management



Each department has a Research Safety Officer (RSO) to coordinate update training. Update training can also be satisfied by repeating the above DEHS training.

## 2. Specific Material Use Training

In addition to the above general training, work with the following materials requires additional training:

- **Bloodborne and Other Pathogens** if work involves human blood, human body fluids, human cells (including cell lines), unfixed human tissue, and/or infectious agents (viruses, bacteria, fungi, rickettsia, prions), [http://www.dehs.umn.edu/bio\\_pracprin\\_blood\\_bpt.htm](http://www.dehs.umn.edu/bio_pracprin_blood_bpt.htm)
- **NIH Required IBC Training Presentations** if work involves recombinant DNA or artificial gene transfer, <http://cflegacy.research.umn.edu/ibc/training/index.cfm>
- **Hazardous Shipping** for workers who package and ship hazardous materials, including infectious substances or diagnostic specimens, [http://www.dehs.umn.edu/training\\_shiphazmat.htm](http://www.dehs.umn.edu/training_shiphazmat.htm).
- **Controlled Substance** users must complete training through Regulatory Affairs, <http://www.research.umn.edu/regaffairs/ControlledSub/index.html>
- **Animal Users** must complete training through IACUC, <http://www.research.umn.edu/iacuc/training/>.
- **Radiation** training is required by the Nuclear Regulatory Commission (NRC) for persons who work in or frequent a radioactive materials area. For further information call Environmental Health and Safety at 612-626-6002.

## 3. Lab Specific Safety Training/New Employee Training



Training must be provided at the time of an employee's initial work assignment and prior to assignments involving new potential exposure situations. Each Principle Investigator and/or laboratory supervisor is responsible for ensuring that employees are provided with training about the specific hazards (chemical, physical, and biological) in their laboratory work area. Training must include required procedures and personal protective equipment to reduce the risk of exposure. Refresher training must be provided **annually**.

All training, including lab specific, must be documented. A [training record template](#) is provided. Expand "I was informed about" section as needed.

## 4. Building Specific Access Training

Open design lab buildings may require documentation of some types of training in order for workers to be granted building access. Building management will communicate the training requirements to individuals when building access is requested.