

Safety Training for Shop Personnel

Purpose: This document outlines the Environmental Health & Safety (EH&S) training required or recommended for personnel working in a shop setting. Record training using the *Shop Safety Training Log* on page 3.

Intended Audience: Shop and research personnel, graduate and undergraduate students in academic support shops, shop and lab supervisors, and principal investigators (PIs). UW Facilities Shop Personnel should follow departmental training requirements.

Instructions: Answer the questions below with your supervisor or safety coordinator to determine which tasks are part of your work. The triangle (▲) or circle (○) to the right indicates a safety training course that supports that task. Courses are listed. Each course title is a hyperlink to its detailed course information webpage.

General Safety and Emergency Preparedness		▲=required ○=recommended						
If you ...		1	2	3	4	5	6	7
may be exposed to caustic, toxic, or highly irritating substances; or work in laboratories, shops or areas with high dust, battery charging, spraying and dipping, or hazardous dispensing	○							
are required to use fire extinguishers to extinguish fires			▲	▲				
work with flammable, pyrophoric, reactive materials, as well as those in laboratory settings, kitchens, hot work environments, and shops			○	○				
are expected to provide first aid in the workplace					▲			
work with chemicals or compressed gas						▲		
are exposed to high noise levels that may exceed 85 decibels (dBA) averaged over an 8-hour period							▲	
will lift twenty pounds or more, lift objects of any weight higher than three feet, regularly push or pull objects, or perform other repetitive motions that may lead to back injury								○

Hazardous Energy and Equipment Safety		▲=required ○=recommended							
If you ...		8	9	10	11	12	13	14	15
work with compressed gas in shops, makerspaces, and other areas	○								
do not encounter exposed energized electrical parts but want basic electrical safety awareness and recognition skills			○						
use portable powered tools				○			○		
work in areas where energy control procedures may be utilized					▲				
conduct maintenance or repair work on or around de-energized systems						▲			
work with or around machinery with recognized hazards due to moving parts							○		
weld and may be exposed to hexavalent chromium								▲	
frequently use ladders									▲

Materials Handling and Specialized Equipment

▲=required ○=recommended

If you . . .	16	17	18	19	20
operate forklifts	▲				
operate Mobile Elevating Work Platforms		▲			
use overhead and gantry cranes and hoists to lift and move loads			○		
use cranes, hoists, chain-falls, or other equipment to lift loads				○	
are required to use N95 filtering facepieces, half- or full-face air purifying respirators, or powered air purifying respirators (PAPR)					▲

Safety Training Courses

#	Course Title	Frequency	Format
1	Eyewashes and Safety Showers Training	Initial	Online
2	Fire Extinguisher Training Online	Annual	Online
3	Fire Extinguisher Training Hands-On	Annual	Classroom
4	First Aid and CPR Certification	Every 2 years	Classroom
5	Globally Harmonized System for Hazard Communication	Initial	Online
6	Hearing Conservation Training	Annual	Online
7	Back Safety and Injury Prevention	Initial	Online
8	Compressed Gas Safety	Initial	Online
9	Electrical Safety Awareness	Initial	Online
10	Hand and Power Tool Safety ¹	Initial	Online
11	Lockout Tagout Awareness	Initial	Online
12	Lockout Tagout Hands-On ¹	Initial	Classroom
13	Machine Guarding ¹	Initial	Online
14	Hexavalent Chromium Exposure Control for Welders	Initial	Online
15	Ladder Safety	Initial	Online
16	Forklift and Lift-Truck Operator Safety ¹	Every 3 years	Classroom
17	Mobile Elevating Work Platform (MEWP) Operator Safety ¹	Initial	Classroom
18	Overhead and Gantry Crane Safety ¹	Initial	Online
19	Rigging Safety ¹	Initial	Online
20	Respirator Training and Fit Testing ²	Annual	Training Online; Fit Testing Classroom

¹ Shop-specific training is required for shop-specific processes. Document on this training log.

² Respirator use (except when voluntary) requires EH&S approval, medical clearance, training, and fit testing. Refer to the EH&S [Respiratory Protection webpage](#).

For questions or clarifications, refer to the EH&S [Shop and Maker Space Safety webpage](#) or contact ehsshop@uw.edu or (206) 543-7388.

Shop Safety Training Log

Shop Employee/Student: _____

Safety Coordinator: _____

Shop safety training documentation requirements: 1) Record all personnel training using this form or equivalent system; 2) Store records with other Shop Safety documents 3) Safety Coordinator/Principal Investigator must verify completion of all required training; 4) Keep records updated.

#	Course Title	Required	Frequency	Date completed
1	Eyewashes and Safety Showers Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
2	Fire Extinguisher Training Online	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual	
3	Fire Extinguisher Training Hands-On	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual	
4	First Aid and CPR Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Every 2 years	
5	Globally Harmonized System for Hazard Communication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
6	Hearing Conservation Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual	
7	Back Safety and Injury Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
8	Compressed Gas Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
9	Electrical Safety Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
10	Hand and Power Tool Safety ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
11	Lockout Tagout Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
12	Lockout Tagout Hands-On ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
13	Machine Guarding ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
14	Hexavalent Chromium Exposure Control for Welders	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
15	Ladder Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
16	Forklift and Lift-Truck Operator Safety ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Every 3 years	
17	Mobile Elevating Work Platform (MEWP) Operator Safety ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
18	Overhead and Gantry Crane Safety ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
19	Rigging Safety ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	
20	Respirator Training and Fit Testing ²	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual	

¹ Shop-specific training is required for shop-specific processes. Document on this training log.

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Training Completion	Date: _____
Employee/Student signature: _____	
Safety Coordinator signature: _____	