University of Minnesota **|** Duluth

1. **Training and Records**

**Laboratory Safety Plan/Compliance Manual**

## 5.1 Training Requirements

Each PI is responsible for making sure that all workers are properly trained at the required frequency.  Some training is required prior to working in a laboratory once and others must have refreshers on an annual basis.  For assistance with this please contact your Department Safety Officer or EHSO.

Lab Specific Training Must be Conducted on an Annual Basis.  Use the “Lab Specific Training Record” to determine what must be included and to document this training.

Training information can be found at <https://ehso.d.umn.edu/training/all-laboratory-staff>

## 5.2 Lab Specific Training Record

It is the responsibility of each PI/Lab Manager to:

* Identify workplace hazards (chemical, physical, and biological)
* Identify affected employees
* Provide employee access to appropriate hazard information (i.e., Safety Data Sheets (SDSs), Standard Operating Procedures (SOPs), etc.)
* Provide training regarding the specific hazards present in an employee's laboratory work area, including methods to control such hazards
* Keep training records for five years

Training must include required procedures and personal protective equipment to reduce the risk of exposure. Training must be provided at the time of an employee's initial work assignment, prior to assignments involving new potential exposure situations and **annually** thereafter. In the case that only one employee is working in the lab, that employee must review lab-specific training material annually and document that it has been done.

[Lab-Specific Training Document](https://dehs.umn.edu/node/129236/attachment)