

Training Requirements

Training is an integral part of safety awareness. General safety training is required upon hire and the core safety training must be completed within 10 days of hire.

Core Training for ALL Employees

New Employee Orientation¹

Employee Safety Orientation

Hazard Communication GHS

Office Safety (general)

Slips, Trips and Falls

Title IX Training

Training A: Protection of Minors

Training B: Protection of Minors

Bullying Awareness Training²

Dept. Emergency Action Plan³

Available at:

<http://www.uaf.edu/uafhr/onboarding/>

<http://www.uaf.edu/safety/training/>

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<http://www.uaf.edu/safety/training/>

<http://www.uaf.edu/safety/training/basic-training/>

<http://www.uaf.edu/cnsm/administrative-resources/safety/>

FERPA Training⁴

<http://www.alaska.edu/files/student-services/ferpa/uaonline.pdf>

Lab Core Training: For people working in labs go to <http://www.uaf.edu/safety/training/basic-training/> to find related courses. Please talk to lab manager or your safety officer to get specific courses needed for your position.

Driver Training: If you intend to drive university vehicles you must take this training <http://www.uaf.edu/safety/training/basic-training/>

Field Trainings: If you work in the field other training such as gun safety, aviation safety, etc., may be required. Speak with your lab manager or safety office for specifics.

Supervisory Training: If you supervise staff you must complete the supervisory training series within one year of appointment to a supervisory position. <http://www.uaf.edu/uafhr/training/>
On occasion, HR will do a condensed supervisory training for faculty members.

¹ New Employee Orientation will be set up by the Department PPA soon after initial start date.

² The DEAP is Dept/Building Specific and must be completed on an annual basis. For the Reichardt and Building once you've read through the DEAP send an email to hmpeters@alaska.edu stating that you you've have read the document and state where the emergency access point for the building is. Alternatively, units may discuss the DEAP in a staff meeting or student orientation and send a list of those present for the training to hmpeters@alaska.edu

³ Bullying Awareness Training is required of all CNSM employees who either supervise OR who oversee/advise TAs, undergraduate student employees, grad students or post-docs.

⁴ FERPA training complies with the Family Education Rights and Privacy Act of 1974. All employees with educational/instructional responsibilities are required to complete FERPA training within 30 days of initially assuming instructional duties and annually thereafter.