



Exhibits and Digital Media Department Training Checklist

Last Name **First Name** **M.I.**

University of Alaska ID Number **or** **UAF Visitor Courtesy Card Number**

Review the following documents:

Document	Date Completed	Document	Date Completed
Department Operations and Procedures ¹		Workshop Safety Manual ²	
Object Handling Procedures ²			

¹This document is located in the Exhibits and Digital Media Department's Graphics Lab. If you are unable to locate this document, request it from your supervisor.

²These documents can be found here: www.uaf.edu/museum/staff-information/museum-policies-procedures-protocols.php

Complete the following training modules:

Training Module	Date Completed	Training Module	Date Completed
New Employee Onboarding and Benefits Orientation ³		Behavior Based Safety	
Workplace Harassment Prevention		Title IX ⁴	
Employee Safety Orientation		Slips, Trips and Falls	
Protection of Minors ⁵		FERPA ^{4,6}	
Museum Emergency Action Plan ⁴			

³This training is only required for those employees that will receive employee benefits.

⁴This training must be retaken annually.

⁵This training must be retaken annually by those employees that are defined as an Authorized Adult by the University of Alaska Fairbanks Protection of Minors Policy.

⁶This training is only required for employees. Volunteers are not required to take this training.

The above trainings can be found here: www.uaf.edu/museum/staff-information/training/uaf-required-training.php

Task Specific Training

Your Supervisor and/or Operations Manager may assign task specific trainings as needed. Listed below are some task specific trainings you may be required to complete.

Training Module	Date Completed	Training Module	Date Completed
Ladder Safety		Knife Safety	
Hot Glue Gun Safety		Working with Hand Tools or Power Tools	
Understanding Safety Data Sheets		Laboratory Safety for Non-Laboratory Personnel	

The above trainings can be found here: www.uaf.edu/museum/staff-information/training/task-specific-training.php

Genie Mobile Lift Training

Mobile Lift	Date Completed	Mobile Lift	Date Completed
Working with Mobile Scaffolding		Genie GS-3232 Mobile Lift	
Genie DPL-35S Mobile Lift		Genie DPL-35S Mobile Lift Training – Passenger Orientation	

Working with Mobile Scaffolding training can be found here: www.uaf.edu/museum/staff-information/training/task-specific-training.php

The other trainings are available by contacting the Exhibits and Digital Media Department Chief Preparator.

Loading Dock and Freight Elevator

Training Module	Date Completed	Training Module	Date Completed
Freight Elevator		Loading Dock	

The above trainings are available by contacting the Exhibits and Digital Media Department Chief Preparator or Operations.

Tools and Equipment

Tool or Equipment	Date Completed	Tool or Equipment	Date Completed
PPE Locations		Buffer – Bench Mounted	
Drill Press – 6 Plus 6 15"		Sander – 1" Belt/8" Disc	
Sander – 6" Belt/6" Disc		Saw – 10" Miter Saw	
Saw – 10" Table Saw		Saw – 14" Band Saw	
Saw – Circular and Panel		Jigsaw and Swivel-head saw	
Router		Drill	
Drill – Foredom		Sander, portable belt, orbit	
Heat Gun, Strip Heater, Oven		Soldering Tools	
Pneumatic Stapler, nailer		Plate Joiner	

The above trainings are available by contacting the Exhibits and Digital Media Department Chief Preparator.

Signature

Date

With the exception of the items listed under "Review the following documents", please forward all training completion emails and/or computer screenshots, showing training completion, to ua-museum-operations@alaska.edu for verification.

Department Head Signature

Date