



Lab Employee Training Checklist

Last Name

First Name

M.I.

University of Alaska ID Number

Museum Department

Review the following documents:

Document	Date Completed
Department Chemical Hygiene Plan ¹	

¹This is a department-specific document located in each laboratory. If you are unable to locate this document, request it from the Collections Manager.

Complete the following training modules:

Training Module	Date Completed	Training Module	Date Completed
New Employee Onboarding and Benefits Orientation ²		Behavior Based Safety	
Workplace Harassment Prevention		Title IX ³	
Employee Safety Orientation		Slips, Trips and Falls	
Protection of Minors ⁴		FERPA ^{4,5}	
Museum Emergency Action Plan ⁴		Laboratory Safety	
Chemical Hygiene		Hazardous Waste Management ⁴	

²This training is only required for those employees that will receive employee benefits.

³This training must be retaken annually.

⁴These trainings must be retaken annually by those employees that are defined as an Authorized Adult by the University of Alaska Fairbanks Protection of Minors Policy.

⁵This 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		Formaldehyde Training	
Knife Safety		Hot Glue Gun Safety	
Laboratory Sharps Safety			

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

Signature

Date

With the exception of the item listed under “Review the following document”, 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