

ME-EM Safety Orientation and Training Record

Employee/Student Name _____ Dept _____ M# _____

Expected Graduation Date _____ Email _____

Undergraduate Graduate Staff Faculty Other _____

General Safety Orientation

Check the boxes for training received:

Graduate Orientation MEEM 2901 Training
 6th Floor Training Specialists Video Training

Video: <http://www.mtu.edu/mechanical/facilities/safety/> (print completed quiz and return with this form)

Laboratory Specific Training for Building/Room Number: _____

Introduction to operations where chemical and physical hazards are present/types of hazards encountered Detection of chemical hazards
 Required work practices Location and training on SOP(s), SDS(s)
 Personal Protection Equipment (PPE) Labeling system for chemicals
 Emergency procedures Disposal of waste and hazardous materials

Lab Key/Card Access Request

Key needed for Building/Room No. _____ Card Access Needed for _____

Reason for Request:

Senior Design/Enterprise Undergraduate Research Graduate Research Other _____

Signatures

Employee/Student _____ Date _____

Trainer Signature _____ Date _____

Lab Supervisor _____ Date _____

ME-EM Safety Officer _____ Date _____

*If an undergraduate student is provided key(s) to ME-EM laboratories and/or facilities the **Lab Supervisor** is solely responsible for insuring the student(s) receive ME-EM Department required training and behave responsibly in the use of any equipment and facilities.

* ME-EM Department Chair _____ Date _____

Please return this form to Debra Linn in room ME-EM 815