

## Required Training For Every Employee (<http://www2.umaine.edu/sem/policiesguides.htm>)

Training Topic	Who Conducts
<a href="#">Annual Basic Safety Training</a>   Initially and annually  <b>All employees</b>	<a href="#">On-line</a>  <a href="http://www2.umaine.edu/SEM/Training/BasicSafetyTraining/basic_safety1.htm">www2.umaine.edu/SEM/Training/BasicSafetyTraining/basic_safety1.htm</a>
<a href="#">Emergency Action Plans</a>   Initially and annually  <b>All employees</b>	Chair or Faculty Supervisor Graduate Students CANNOT sign off on this

## Optional Training – Check With Your Supervisor

Training Topic	Who Conducts
<a href="#">Bird and Bat Hazard Awareness</a>   As needed  Employees that wish to increase their knowledge of the hazards of bird and bat droppings, and those employees that work in areas where bird and bat hazards exist.	Supervisor
<a href="#">Boat (Watercraft) Safety</a>   Initially (for each type of watercraft)  Any University of Maine (UMaine) employee, faculty, student, or visiting researcher working out of any University facility conducting any academic, scientific, or research vessel operation.	Unit Supervisor  <a href="http://www2.umaine.edu/SEM/Documents/Policy/07-SP/Watercraft%20Operations.pdf">www2.umaine.edu/SEM/Documents/Policy/07-SP/Watercraft Operations.pdf</a>
<a href="#">Field Work</a>   Initially  All UMaine employees involved in fieldwork (independent study, research, etc.) should be adequately informed of the hazards associated with working in the field. Additionally, all employees working in remote areas where there is an absence of an infirmary, clinic, or hospital in near proximity to the workplace, <b>must be trained in first aid.</b>	Supervisor, or <a href="#">online</a>  <a href="http://www2.umaine.edu/SEM/Training/fieldworktraining/fieldworktraining.htm">www2.umaine.edu/SEM/Training/fieldworktraining/fieldworktraining.htm</a>
<a href="#">Fire Extinguishers (Portable)</a>   Initially, annually (refresher training), and hands-on training once every three years.  Workers working at remote sites without ready access to a local fire department; or welders must also receive this training.	Hands-on Training: FM  <a href="#">On-line annual refresher training</a>

## Optional Training – Check With Your Supervisor

Training Topic	Who Conducts
<p><a href="#">First Aid / CPR</a>   Current Certificate</p> <ul style="list-style-type: none"> <li>• Employees working in remote areas (i.e. fieldwork) where there is an absence of an infirmary, clinic, or hospital in near proximity to the workplace.</li> <li>• Employees designated as responsible for rendering medical assistance (first aid).</li> <li>• Employees engaged in scientific diving.</li> </ul>	Cutler Health / Darling Marine Center or outside source
<p><a href="#">Lab Safety (Chemical Hygiene)</a>   Initially, when changes or new chemicals, and as needed</p> <p>All employees engaged in the laboratory use of hazardous chemicals.</p>	Person responsible for the lab Graduate Students CANNOT sign off on this
<p><a href="#">Supervisor Safety Training</a>   As needed</p> <p>UMaine supervisors who wish to enhance their knowledge regarding their safety roles and functions.</p>	SEM <a href="http://www2.umaine.edu/SEM/Training/068online/SSTpage0.htm">On-line Supervisor Safety Training</a> <a href="http://www2.umaine.edu/SEM/Training/068online/SSTpage0.htm">www2.umaine.edu/SEM/Training/068online/SSTpage0.htm</a>

## USGS Vehicle Use

Training Topic	Who Conducts
Individual Volunteer Services Agreement/ as needed	Supervisor's Cyndy Loftin Shawn McKinney Joe Zydlewski
<p>Drivers Safety Awareness Training</p> <ul style="list-style-type: none"> <li>• Any person who may drive a USGS vehicle</li> <li>• Must fill out UMaine Vehicle Driver Agreement form to submit to Motor Pool</li> </ul>	Supervisor/DVD

A complete list of Safety Training is available on the Safety and Environmental Management web page:  
[www2.umaine.edu/SEM/Training/training.htm](http://www2.umaine.edu/SEM/Training/training.htm)