

# Safety Training Requirements Listing

## General Information

All University of Maine employees must complete required safety training. Employees include Faculty, Staff, Graduate Students, Post Docs, and Student Employees (including work study students, Teaching Assistants, Resident Directors, and any other person who receives pay or compensation for work performed). This also includes temporary and part-time employees.

## Training Records and Documentation

All training must be documented and maintained in the work area either by the supervisor or in the employee's records.

## How to Receive Training

Training courses are either on-line or conducted by the campus safety staff, the Safety and Environmental Management department, the employee's supervisor, or an outside training source/venue.

Please see your supervisor to review your specific training requirements.

## Contact Information

If you have any questions about the training requirements, or how to obtain the training, please contact the Safety and Environmental Management department at 581-4055 or email us at [sem@maine.edu](mailto:sem@maine.edu).

University of Maine System / Safety and Environmental Management  
5784 York Complex Building #7  
Orono, Maine 04469  
Phone: 207.581.4055 | Fax: 207.581.4085 | E-mail: [sem@maine.edu](mailto:sem@maine.edu)  
[A Member of the University of Maine System](#)

## Complete Listing of Safety Training Requirements and Information

Any training requirements listed below where the Trainer is listed as 'On-line', you may visit the UMS Safety and Environmental Management webpage on your MyCampus portal.

Topic	Who is Required Training	Frequency	Trainer(s)
<b>Advanced Emergency Action Plan (Evacuation Coordinator) Training</b>	All employees who remain behind as "Evacuation Coordinators" that assist persons in orderly evacuation of buildings in an emergency.	-Initially	-SEM
<b>Annual Basic Safety Training</b>	All employees	-Initially -Annually	-SEM -On-line
<b>Asbestos Awareness Training</b>	Required for all employees that are occupationally exposed to asbestos, and employees who perform housekeeping operations in an area which contains Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM).	-Initially -Annually	-FM (581-3069)

Topic	Who is Required Training	Frequency	Trainer(s)
<b>Biomedical Waste</b>	Required for all persons involved in biomedical waste activities, such as: packaging, labeling, handling, storage, transportation, treatment and disposal of any biomedical waste.	-Annually	-Supervisor
<b>Bird and Bat Hazard Awareness</b>	Required for 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.	-As needed	-Supervisor
<b>Bloodborne Pathogens</b>	Required for all employees who work with or handle blood or certain other bodily fluids on the job, or whose job responsibilities include activities (for instance laboratory, blood cleanup, first aid, etc.) that might expose them to these fluids.	-Initially -Annually	-SEM -Approved trainer
<b>Boat (Watercraft) Safety</b>	Required for 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.	-Initially (for each type of watercraft)	-Outside source
<b>Carcinogens</b>	Required for employees that use any of the following 13 Carcinogens: <ul style="list-style-type: none"> <li>• 4-Nitrobiphenyl, CAS No. 92933;</li> <li>• alpha-Naphthylamine, CAS No. 134327;</li> <li>• methyl chloromethyl ether, CAS No. 107302;</li> <li>• 3,3'-Dichlorobenzidine (and its salts) CAS No. 91941;</li> <li>• bis-Chloromethyl ether, CAS No. 542881;</li> <li>• beta-Naphthylamine, CAS No. 91598;</li> <li>• Benzidine, CAS No. 92875;</li> <li>• 4-Aminodiphenyl, CAS No. 92671;</li> <li>• Ethyleneimine, CAS No. 151564;</li> <li>• beta-Propiolactone, CAS No. 57578;</li> <li>• 2-Acetylaminofluorene, CAS No. 53963;</li> <li>• 4-Dimethylaminoazo-benzene, CAS No. 60117;</li> <li>• N-Nitrosodimethylamine, CAS No. 62759.</li> </ul>	-Initially -Annually	-Supervisor
<b>Chemical Hygiene (Lab Safety)</b>	Required for all employees engaged in the laboratory use of hazardous chemicals	-Initially -When changes or new chemicals -As needed	-Supervisor -SEM
<b>Chemical Spill Cleanup Training</b>	Required for all employees whose work will require them to clean up chemical spills.	-Initially	-Supervisor -SEM
<b>Computer Workstations</b>	Required for all employees whose job requires them to operate a computer terminal for more than four (4) hours on a daily basis.	-Initially -Annually	-SEM -On-line
<b>Confined Space Training</b>	Required for all employees who may enter or standby for the entry of another worker into a confined space (permit required and non-permit required).	Initially and as needed	-Supervisor -SEM -On-line -Outside source

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<b>Cranes and Hoists</b>	Required for designated personnel who operate a crane. Applies to overhead and gantry cranes, including semi-gantry, cantilever gantry, wall cranes, storage bridge cranes, and others having the same fundamental characteristics. These cranes are grouped because they all have trolleys and similar travel characteristics. Note: Cranes and Hoists also require a competent person for slings	-Initially -As needed	-Supervisor -Outside source
<b>Crowd Manager Training</b>	Required for all employees working at specific on-campus events involving crowds, for example, student security personnel at indoor sports and concerts. Crowd managers are required to control the crowd, keep egress paths clear, and assist in rapid evacuation.	-Initially	-SEM
<b>Department Annual Safety Training</b>	Required for all employees, including work study students, Teaching Assistants, Resident Directors, and any other person who receives pay or compensation for work performed.	-Initially -Annually	-Supervisor
<b>Dive Safety (Scientific Diving)</b>	<a href="#">Scientific Diving website</a>	-Initially -Annually	-Darling Marine Center
<b>Electrical Safety Related Work Practices (other than electricians)</b>	<p>Required for workers (who are not qualified electricians) whose occupational exposure causes them to face a higher than normal risk of an electrical accident. Typical jobs include:</p> <ul style="list-style-type: none"> <li>• Blue collar supervisors</li> <li>• Construction workers</li> <li>• Electrical and electronic engineers</li> <li>• Electrical and electronic equipment assemblers</li> <li>• Electrical and electronic technicians</li> <li>• Electricians</li> <li>• Industrial machine operators</li> <li>• Loggers</li> <li>• Material handling equipment operators</li> <li>• Mechanics and repairers</li> <li>• Painters</li> <li>• Riggers and roustabouts</li> <li>• Stationary engineers</li> <li>• Tradesman/Craftsman</li> <li>• Welders</li> <li>• Required for persons who enter areas where contact with live electrical wires is likely (i.e. where wires are exposed and/or unsecured).</li> </ul>	-Initially	-Supervisor -SEM
<b>Electrical Work Practices (Qualified persons/electricians)</b>	Required for electrical “qualified” persons. The qualified person must demonstrate (for example: experience, license, certificate, education, etc.) that they are permitted to work on or near exposed energized parts	-Initially	-Supervisor -Outside Source
<b>Emergency Action Plans</b>	All employees	-Initially -Annually (during Department Annual Safety Training)	-Supervisor

Topic	Who is Required Training	Frequency	Trainer(s)
<b>Ergonomics (or) Back Safety and Lifting</b>	Recommended for all employees who wish to proactively address any ergonomics or back safety issues within their workspace or improve general working conditions so that they can reasonably accommodate employees with an ergonomically correct workplace. Employees who frequently are required to lift, carry, handle heavy or bulky or light materials and/or objects should receive back safety training.	-As needed	-Supervisor -SEM
Excavation and Trenching Safety Program	Required for all employees who are or may be working in or around excavations.	-Initially	-Supervisor -Outside Source
Fall Protection	Required for each employee engaged in work activities on campus or at its remote facilities that expose them to potential falls from an elevated location (six feet or greater for employees conducting construction-related job tasks, and four feet or greater for all other employees)	-Initially	-Supervisor -SEM -Outside source
Farm Safety (Agricultural Training Requirements)	Required for all employees engaged in farming/agricultural activities	-Initially -Annually	-Supervisor -On-line
Field Work	Required for 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, must be trained in first aid.	-Initially	-Supervisor -On-line
Fire Detection Systems	Required for personnel servicing, maintaining and testing (to include cleaning and necessary sensitivity adjustments) fire detection systems	-Initially	-Supervisor
Fire Extinguishers (Portable)	Required for all employees who are required to use a fire extinguisher must receive this training annually and hands-on training once every three years. Also, safety or evacuation coordinators; emergency responders; users of open flames, flammable materials or chemicals; workers working at remote sites without ready access to a local fire department; or welders must also receive this training.	-Initially -Annually (refresher training) -Hands-on training once every three years.	-Initial, FM -Refresher, On-line -Hands-on, FM
Fire Prevention Plans	All employees	-Initially -As necessary	-Supervisor
Fire Suppression Equipment	Required for persons designated to inspect, maintain, operate, or repair fixed extinguishing systems. It applies to all fixed extinguishing systems installed to meet a particular OSHA standard except for automatic sprinkler systems which are covered by 1910.159.	-Initially -Annually	-Supervisor -Outside Source

Topic	Who is Required Training	Frequency	Trainer(s)
First Aid / CPR	<ul style="list-style-type: none"> <li>• Employees working in remote areas (i.e. field work) where there is an absence of an infirmary, clinic, or hospital in near proximity to the workplace.</li> <li>• Employees who conduct all types of logging, regardless of the end use of the wood. These types of logging include, but are not limited to, pulpwood and timber harvesting and the logging of sawlogs, veneer bolts, poles, pilings and other forest products.</li> <li>• Employees exposed to the hazards of electrical shock when they perform work on or associated with exposed lines or equipment energized at 50 volts or more.</li> <li>• Employees designated as responsible for rendering medical assistance (first aid).</li> <li>• Telecommunications employees. Employees who work in switching centers whose work includes the installation, operation, maintenance, rearrangement, and removal of communications equipment and other associated equipment. Employees who do field work which includes the installation, operation, maintenance, rearrangement, and removal of conductors and other equipment used for signal or communication service, and of their supporting or containing structures, overhead or underground, on public or private rights of way, including buildings or other structures.</li> <li>• Employees engaged in scientific diving.</li> </ul>	-Current Certification	-UMaine UVAC -Outside Source
Flammable and Combustible Liquids (Tank Storage)	Required for employees who want to learn more about flammable and combustible liquid hazard identification, avoidance and control. Flammable and combustible tank storage station operators and other employees depended upon to carry out detailed printed instructions of what to do in flood emergencies.	-As needed	-Supervisor
Hazard Communication	Required for employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. For instance, “exposed” means that an employee is subjected to any routes of entry (e.g. inhalation, ingestion, skin contact or absorption) in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure.	-Initially -With new changes	-Supervisor -On-line
Hazardous Materials Shipping	Required for employees who may receive (sign-for or unload); ship hazardous materials; transport hazardous materials; or sign hazardous waste manifests.	-Every three years	-SEM
Hazardous Waste Training	Required for employees who handle hazardous waste at a Satellite Accumulation Area (SAA); handle universal waste; manage a 90-day storage area; manifest hazardous waste; or make hazardous waste determinations.	-Initially -Annually	-SEM
Hazardous Waste Operations and Emergency Response (HAZWOPER)	SEM conducts the First Responder Awareness level training annually for SEM Staff, Public Safety, and Facility Emergency Coordinators. Additional training (above the First Responder Awareness level) is provided for selected individuals as necessary.	-Annually	-SEM (Awareness) -Outside source (all others)
Hearing Conservation Training	Required for all employees whose noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels or equivalently, a dose of fifty percent. Frequency: Initially and annually	-Initially -Annually	-SEM -On-line
Hotwork/Firewatch	Required for all employees who participate as (or fulfill the duties of) a fire watch in hot work such as welding, cutting, and brazing near flammables or combustibles. Additionally, fire watchers are required to have fire extinguisher training.	-Initially	-Supervisor

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Ladder Safety	Required for all employees who use ladders during construction, alteration repair (including painting and decorating), and demolition work.	-Initially -As needed	-Supervisor
Laser Safety	Required for employees, research, and educational activities involving lasers. Laser operators or users who sets up, aligns, operates, or uses class 3b or 4 lasers for experimental or research purposes, or has other assigned laser duties.	-Initially -Annual refresher	-Radiation Safety Officer (RSO) (Initial) -On-line (Refresher)
Lead	Required for employees working in areas where there is a potential exposure to airborne lead.	-Initially -Annually	-FM
Lockout/Tagout (the Control of Hazardous Energy)	Required for any employee who performs servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy could cause injury to employees.	-Initially -As needed -With new changes	-Supervisor -SEM -Outside source -On-line (Refresher)
Mechanical Power Presses	Required for operators of mechanical power presses and maintenance personnel who care for, inspect, and maintain power presses.	-Initially -Annually	-Supervisor -Outside source
Oil Spill Prevention Control and Countermeasure (SPCC)	Required for owners/operators and oil handling personnel involved in operation and maintenance of oil storage areas. "Oil handling personnel" means employees engaged in the operation and maintenance of oil storage containers or the operation of equipment related to storage containers and emergency response personnel. This term is not interpreted to include secretaries, clerks, and other personnel who are never involved in operation or maintenance activities related to oil storage or equipment, oil transfer operations, emergency response, countermeasure functions, or similar activities.	-Initially -Annually	-FM -Remote Site Manager
Personal Protective Equipment (PPE)	Required for all employees who must wear PPE	-Initially	-Supervisor -SEM
Pesticides	Required for agricultural workers — performing tasks related to the cultivation and harvesting of plants on farms or in greenhouses, nurseries, or forests. Pesticide handlers - assigned to mix, load or apply agricultural pesticides; clean or repair equipment; act as flaggers, etc.	<a href="#">-Maine Worker Protection Standard information regarding the frequency</a>	-Outside source
Power Tools and Powder Actuated Tools	Required for all employees that may operate power tools or powder actuated tools must be trained in the operation of that particular tool.	-Initially -As needed	-Supervisor
Powered Industrial Trucks	Required for all employees who operate forklifts, walker-stackers, transporters or other industrial trucks (other than those registered with the Department of Motor Vehicles).	-Initially -When changes occur -Every three years	-Supervisor -SEM -Outside source

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Radiation Safety	Required for researchers, educators and students who use radioactive material or radiation producing equipment (i.e. electron microscopes, X-ray machines, sealed sources, detectors and tracers) at the University of Maine. Authorized users (including principal investigators and supervisors) who have been formally approved for the acquisition and use of radioisotopes or radiation producing equipment.	-Initially -Annual refresher	-Radiation Safety Officer (RSO) (Initial) -On-line (Refresher)
Respiratory Protection Program	Required for all employees who are required to, or choose to, wear respiratory protection (including dust masks).	-Initially -Annually	-SEM -On-line
Satellite Accumulation Area Training	Required for all employees (including student employees) who handle hazardous wastes.	-Initially -Annually	-On-line
Scaffolding	Required for all employees who work or may work on supported scaffolding.	-Initially -As needed -With new changes	-Outside source
Servicing Multi-piece and Single Piece Rim Wheels	Required for employees who service multi-piece and single piece rim wheels used on large vehicles such as trucks, tractors, trailers, buses and off-road machines. It does not apply to the servicing of rim wheels used on automobiles, or on pickup trucks and vans utilizing automobile tires or truck tires designated "LT"	-Initially -As needed	-Supervisor
Telecommunications	Required for operations, installations and processes performed at telecommunications centers and at telecommunications field installations, which are located outdoors or in building spaces used for such field installations. Also telecommunications employees who are required to work with storage batteries.	-Initially	-Supervisor -Outside source
Toxic and Hazardous Substances	<p>Required for all employees that are exposed to the following substances:</p> <ul style="list-style-type: none"> <li>• Vinyl chloride</li> <li>• Inorganic arsenic</li> <li>• Cadmium</li> <li>• Benzene</li> <li>• Coke Oven Emissions</li> <li>• Cotton Dust</li> <li>• 1,2-dibromo-3-chloropropane</li> <li>• Acrylonitrile</li> <li>• Ethylene oxide</li> <li>• Formaldehyde</li> <li>• Methylenedianiline</li> <li>• 1,3-Butadiene</li> <li>• Methylene Chloride</li> </ul>	-Initially -Annually	-Supervisor

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Tree Work (or Logging Operations)	Required for employees who conduct all types of logging operations, regardless of the end use of the wood. These types of logging include, but are not limited to, pulpwood and timber harvesting and the logging of sawlogs, veneer bolts, poles, pilings and other forest products. "Logging operations." means – operations associated with felling and moving trees and logs from the stump to the point of delivery, such as, but not limited to, marking danger trees and trees/logs to be cut to length, felling, limbing, bucking, debarking, chipping, yarding, loading, unloading, storing, and transporting machines, equipment and personnel to, from and between logging sites.	-Initially -As needed	-UMaine School of Forest Resources
Tuberculosis	Required for healthcare employees that may be exposed to Tuberculosis.	-Initially -As needed	-Supervisor -Outside source
Universal Waste Training	Required for all employees or contractors who handle universal waste.	-Initially -As needed -When there is a change in rules	-SEM -Supervisor -On-line
Vehicle Mounted Elevating Work Surfaces (Aerial Lifts)	Required for all employees whose job may require them to utilize vehicle mounted elevating work surfaces (aerial device). Aerial device means – any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel. Note: personnel required to wear a fall arrest system must receive additional training on the harness/lanyards.	-Initially	-Supervisor -Outside source
Welding	Required for cutters and welders and their supervisors must be suitably trained in the safe operation of their equipment and the safe use of the process (system). Also, workers in charge of oxygen or fuel-gas supply equipment, including generators, oxygen or fuel-gas distribution piping systems. All employees who participate as (or fulfill the duties of) a fire watch in hot work such as welding, cutting, and brazing near flammables or combustibles must have hotwork/firewatch training.	-Initially	-Supervisor -Outside source