Safety Guidelines for all Staff, Students, and Employees

Department of Wildlife Ecology

Name: _____

Position: _____ Academic Year: _____

Supervisor: _____

	Type of Training	Requirement	Took	Expires
☑	Department Basic Safety Awareness Training[1]	Annual	_____	_____
☑	Mandatory Information Security Training[2]	Annual	_____	_____
❑	Computer Workstations	Annual	_____	_____
❑	Adult CPR Course	2 years	_____	_____
❑	First Aid Course	3 years	_____	_____
❑	Fire Extinguisher Training[1 refresher]	3 years	_____	_____
❑	Fieldwork Safety Training Quiz[1]	Prior to Use	_____	n/a
❑	Non-motorized Boat Training	Prior to Use	_____	n/a
❑	Chemical Hygiene (Lab Safety)	Prior to Use	_____	n/a
❑	Animal Use & Care Training[3]	Prior to Use	_____	n/a
❑	USGS Individual Volunteer Services Form[4]	Prior to Use	_____	n/a
❑	UMaine Vehicle Driver Agreement (must be 21)	Prior to Use	_____	n/a
❑	_____		_____	_____
❑	_____		_____	_____
❑	_____		_____	_____

1. On-Line Training can be found on the Department of Safety and Environmental Management's web page: http://www2.umaine.edu/SEM/Training/online.htm   Includes Emergency Action Plan which is due annually.
2. Mandatory Information Security Training can be found at www.courses.maine.edu to log in to Blackboard using your UMS ID and password (the same ID and password that you use for MaineStreet access).
3. On-Line Animal Use & Care Training can be found on the Research Compliance – Institutional Animal Care and Use Committee (IACUC) web page: http://umaine.edu/research/research-compliance/institutional-animal-care-and-use-committee-iacuc/
4. Required if you are riding in a USGS vehicle or volunteering at a USGS research site.