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<th>Source of Training</th>
<th>Training Topics</th>
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</thead>
</table>
|          | Adult CPR/AED| Faculty and staff                                           | Every 2 years | EH&S (Red Cross and ASHI programs; RC course conducted once a semester and by request; ASHI course offered several times for PD) | - Emergency Action Steps  
- Checking a conscious adult  
- Checking an unconscious adult  
- CPR  
- Heimlich Maneuver  
- Unconscious choking  
- AED |
|          | Aerial Lift Safety (Classroom) | Personnel using aerial lifts (Maintenance Mechanics, Painters, Grounds, Roofers, CWP, etc.) | Before the first use of an aerial lift, then every 3 years | Each department will hire a vendor | - Manufacturer’s Operating Manual  
- Pre-Start Inspections  
- Malfunction and Problems  
- Stability of the Lift  
- Placards and Decals  
- Workplace Inspections  
- Operator Warnings and Instructions  
- Fall Arrest Systems  
- Weather Monitoring Equipment |
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<td>Aerial Lift Familiarization</td>
<td>Personnel using aerial lifts (Maintenance Mechanics, Painters, Grounds, Roofers, CWP, etc.)</td>
<td>Before the first use of an aerial lift</td>
<td>Supervisor</td>
<td>Information and operation of the specific model of lift to be used</td>
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<td>BS</td>
<td>Faculty, staff, visitors, and students who work with bio-hazardous materials in a laboratory setting</td>
<td>Prior to working with biological hazards, then annually</td>
<td>EH&amp;S, offered periodically throughout year</td>
<td>• CDC and NIH Guidelines</td>
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<td>Biological Safety and Biomedical Waste</td>
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<td>• Biological Containment</td>
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<td>BS-BBP</td>
<td>Personnel who work with bloodborne pathogens</td>
<td>Within 60 days of hire, then annually</td>
<td>EH&amp;S, offered periodically throughout year</td>
<td>• Modes of transmission</td>
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<td>• Signs and symptoms</td>
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<td>• PPE</td>
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<td>• Universal Precautions</td>
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<td>• Cleaning equipment and spills</td>
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| WS-ConA  | Confined Space Awareness | Personnel working around manholes, pits, or other permit-required confined spaces (employees doing repairs, Maintenance Mechanics, HVAC, CWP, project managers, grounds, etc.) | • Before the first entry  
• Before any change in the duties or procedures  
• When required by the supervisor or EH&S | EH&S, offered as needed                | • Definition of Confined Spaces  
• Permit-Required Conf. Spaces  
• Non Permit-Required  
• Confined Spaces Evaluation  
• Signs  
• Hazards and Controls  
• Air monitoring  
• Supervisor, Attendant, Entrant  
• Permit  
• Equipment and Communication  
• Emergency Rescue |
| WS-ConE  | Confined Space Entry   | Supervisors, attendants, and personnel entering to permit-required confined spaces (employees doing repairs, Maintenance Mechanics, HVAC, CWP, etc.) | • Before the first entry  
• Before any change in the duties or procedures  
• When required by the supervisor or EH&S | EH&S, offered as needed                | Practice of what was learned in Confined Space Awareness Training |
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| WS-Elec | Electrical Safety                                | Personnel doing electrical work or maintenance to an energized system (Electricians, Maintenance Mechanics, etc)            | Annually      | EH&S              | • Universal electrical safety procedures  
• How to distinguish exposed live parts on electrical equipment  
• On-the-job training with a qualified electrical worker;  
• How to determine the nominal voltage of exposed live parts;  
• The approach distances and the corresponding voltages  
• Work practices, PPE, tools, insulating and shielding materials |
|         | Ergonomics and Safety for Housekeeping           | Housekeeping staff                                                                                                         | Annually      | EH&S              | • Back safety  
• Good ergonomic practices  
• Lifting techniques |
|         | Fire Safety CERT (citizens emergency response team) | CERT members                                                                                                               | Annually or as requested | EH&S              | • General overview of the role of CERTs in fire safety, how to identify and reduce potential fire risks in the workplace  
• Fire extinguisher use |
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|          | Fire Safety Hot Works Fire Extinguisher | Faculty, staff, students who will participate in Hot Works operations | Prior to working or participating in any Hot Works operations, annually thereafter | EH&S | • Fire safety overview with focus on hot work operations and equipment safety  
• Fire extinguisher use |
|          | Fire Safety Housing Resident Assistant Fire Extinguisher | Housing RAs and students who will conduct monthly inspections or assist in safety checks | Required for all new RA hires/appointments with annual refreshers as requested | EH&S | • Fire safety overview with focus on residential topics  
• Fire extinguisher monthly inspections  
• Fire extinguisher use |
|          | Fire Safety Kitchens Fire Extinguisher | Supervisors/managers of commercial kitchens | Within 90 days of assignment and as requested | EH&S | • General fire safety overview with focus on kitchen hood maintenance and cleaning requirements, kitchen hood suppression system, and role of the supervisor to train the employees  
• Fire extinguisher use |
|          | Fire Safety Machine Shop Fire Extinguisher | Faculty, staff, and students who work in machine and woodworking shops with dangerous equipment and chemicals outside of direct instructor supervised class sessions | Within 90 days of assignment, annually thereafter | EH&S | • Fire safety overview with focus on shop operations  
• Fire extinguisher use |
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| WS-FA   | First Aid    | Faculty and staff                                           | Every 2 years | EH&S (Red Cross and ASHI programs; RC course conducted once a semester and by request; ASHI course offered several times for PD) | • Emergency Action Steps  
• Care for injuries (bleeding, burns, poisoning, extreme temperatures, insect stings, animal bites, fractures, sprains, and strains)  
• Care for illnesses (stroke, diabetic emergencies, seizures, shock) |
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|         | Forklift Safety                                  | Personnel using fork lifts (Heavy Equipment Operators, Grounds, Warehouse, Recycling, etc.)                                   | Before the first use of a forklift, then every three years | Each department will hire a vendor | • Operator Requirements and Responsibilities  
  • Safe, Effective and Efficient Operating Techniques  
  • Operational Limitations  
  • Methods and Forms of Communication  
  • Equipment Overload, Shock Loading  
  • Pre-Operation & Post Operation Inspections  
  • Inspection Procedure and Documentation  
  • Equipment Maintenance |
|         | Hazardous Materials Shipping and Transportation   | • Personnel who prepare shipments of hazardous materials for ground transport or transport Materials of Trade  
  • EH&S staff members signing hazardous waste manifests                                                                 | Within 90 days of hazardous material shipping assignment; recurrent every three years | Off-campus training                  | • Classification  
  • Packaging  
  • Marking and Labeling  
  • Shipping Papers  
  • Loading, unloading, and transporting  
  • Security |
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|          | Hazardous Waste Operations and Emergency Response Awareness Level, 24 hours or 40 hours | • Personnel likely to be first on scene at a hazardous materials release  
• Supervisory staff designated to give assistance to personnel cleaning incidental spills  
• EH&S staff members with hazardous waste duties | Within 90 days of assignment, then annually | Off-campus training | • Recognition and Identification  
• Personal Protective Equipment  
• Detection Instruments  
• Response Procedures  
• UCF 90-Day Contingency Plan (EH&S Staff only) |
| WS-Hear | Hearing Conservation | Personnel exposed to a TWA of 85 dBA or more (employees working in shops, doing repairs, Maintenance Mechanics, HVAC, CWP, grounds, etc.) | Annually | EH&S | • Effects of Noise in Hearing  
• Purpose of Hearing Protectors  
• Advantages and Disadvantages of Hearing Protectors  
• Attenuation of various types  
• Instructions on selection, fitting, use, and care  
• Purpose of audiograms |
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|          | Infant/Child CPR | Staff at the Creative School | Every 2 years | EH&S (Red Cross program conduct annually in August) | • Emergency Action Steps  
• Checking an injured conscious child/infant  
• Checking an unconscious child/infant  
• CPR  
• Heimlich Maneuver  
• Conscious and unconscious choking  
• AED |
|          | Laboratory Safety Practical (pre-requisite Laboratory Safety Training Modules) | Faculty, staff, visitors, and students who work with chemicals in a laboratory setting | Prior to working with hazardous chemicals in UCF laboratories | EH&S, offered periodically throughout year; on-the-job training | • Safety Data Sheets  
• Identifying Lab Hazards  
• Labeling and Storage  
• Writing SOP’s  
• Use of Safety Equipment and PPE  
• Hazardous Waste Management  
• Cleaning up Chemical Spills |
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|         | Laboratory Safety Training Modules | • Faculty, staff, visitors, and students who work with chemicals in a laboratory setting  
• EH&S staff members with hazardous waste duties | Prior to working with hazardous chemicals in UCF laboratories, then annually  
• EH&S staff prior to performing hazardous waste duties unsupervised, then annually | Online | • Introduction to Lab Safety  
• Chemical Safety Information  
• Health Hazards  
• Physical Hazards  
• Chemical Storage  
• Personal Protective Equipment  
• Lab Design and Safety Equipment  
• Electrical and Fire Safety  
• Laboratory Waste Disposal  
• Preparing for Common Laboratory Accidents  
• Introduction to Laser Safety  
• Introduction to Radiation Safety  
• Introduction to Biosafety |
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| WS-LOTO | Lock-out/Tag-out      | Personnel doing electrical work Personnel doing repairs or maintenance to machines or equipment in which the unexpected energizing, start-up, or release of residual energy could harm employees (Maintenance Mechanics, HVAC, CWP, Auto Mechanics, etc.) | • Before performing the first electrical job  
• Before any change in work conditions, machines, equipment, or electrical procedures  
• When required by the supervisor or EH&S | EH&S and Supervisors; offered as needed                                                                                   | • Purpose and use of the energy control procedure  
• Recognition of energy sources  
• Type and Magnitude of energy available  
• Methods for energy isolation and control |
|         |                       |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                     |                                                                                        |                                                                                                                                                                    |
|         | New Laboratory PI Orientation | Faculty and visiting scholars assigned laboratory facilities                                                                                                                                  | Prior to start-up of new laboratory operations                                                                                                                                                | EH&S meeting scheduled with PI; offered as needed                                               | • Rules, Regulations, and Policies  
• Hazard Assessment  
• Equipment and Facility Needs  
• Training Requirements |
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|          | Operations Chemical Safety | Facilities and Maintenance personnel who work with hazardous materials | Within 60 days of hire, then annually | EH&S offered periodically throughout year; on-the job training | • Rules and Regulations  
• Hazard Communication/MSDS  
• Physical and Health Hazards  
• Storage and Housekeeping  
• Safety Equipment and PPE  
• Hazardous Waste Management  
• Spill and Emergency Response Plans |
|          | WS-PPE | Personnel using PPE (employees working in shops, doing repairs, Maintenance Mechanics, HVAC, CWP, project managers, grounds, etc.) | • Before the first use of PPE  
• Changes in the workplace or procedures that require different PPE  
• When required by the supervisor or EH&S | EH&S, offered as needed | • When PPE is necessary  
• What PPE is necessary  
• How to properly wear PPE  
• Limitations of PPE  
• Proper care, maintenance, useful life and, and disposal |
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| RS-AU    | Radiation Safety for Authorized Users | Radioactive Materials License Permit Holders | Prior to issuance of radioactive materials permit | EH&S meeting scheduled with PI; offered as needed | • Radiation Safety Principles  
• Procedures and Forms  
• Authorized User Responsibilities |
|          | Radiation Safety Practical | Staff, visitors, and students who work with radioactive materials in a laboratory setting | Prior to working with radioactive materials or x-rays sources in UCF laboratories; recurrent every five years | EH&S, offered periodically throughout year; on-the job training | • UCF Specific Procedures and Forms  
• Instrumentation  
• Surveys and Swipe Tests  
• Waste Collection Procedures  
• Spill Clean-up Procedures |
| WS-Resp  | Respiratory Protection | Personnel using tight-fitting respirators (employees doing repairs, Maintenance Mechanics, HVAC, housekeepers, grounds, etc.) | Before the first use  
Before any change in work conditions, materials, or procedures  
When required by the supervisor or EH&S | EH&S, offered as needed | • Respiratory System  
• Hazardous Atmospheres  
• Types of Respirators  
• Medical Evaluation Fit-Test  
• Maintenance and Care |
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<td>SS</td>
<td>Shop/Studio Safety</td>
<td>Faculty, staff, visitors, and students who work with hazardous materials in a shop or studio setting</td>
<td>Prior to working with hazardous chemicals in UCF shops or studios; then annually</td>
<td>EH&amp;S, offered periodically throughout year; on-the job or online training</td>
<td>• Rules and Regulations</td>
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