

Version 1.0 // Issued August 20, 2024

Complete your online agreement and trainings here:

Change Log:

– New version for AY24-25 // Divided trainings into Training Curriculums // Added new videos:
Aquatic Zoonoses, Autoclave, Knife and Blade Safety, Powered Miter Saw and Sliding Compound Miter Saw, Table Saw

1. Ask each of your lab/shop/studio instructors, supervisors, or area managers / monitors which training curriculums apply for that class / work area:

- Aquatic Production and Husbandry
- Construction Management, Events, and Productions (PAC)
- Digital Fabrication
- Hot Work or Metal Shaping
- Outdoor Field Work
- Laboratory
- Physical Sciences
- Shop (Tools)
- Studio
- X-Ray

2. Go to the [online training form](#) and enter your name, RWU ID, and RWU e-mail address.
3. Complete the safety agreement.
4. Complete each training curriculum you need for your specific classes / work areas / tasks.

7. If you change classes or start participating in activities in a different area / different task, go back to the online training form and complete just the new curriculum (you don't need to re-do your original curriculum).

After you complete your online trainings:

Complete any Hands-On Training / Demonstrations / On-The-Job on In-Class Training with Your Instructor, Supervisor, or Area Monitor

All Tasks require specific hands-on training, demonstration, or instruction from your Instructor, Supervisor, or Area Monitor

Never work in a working environment, or use tools/equipment/lifts, or perform tasks, that you have not been trained to perform

Required for: Any outdoor field work, typically for CEED and SECCM/SELB summer field work or research, or other classes involving outdoor field work

_____ (Panopto, 65 min)

_____ (Panopto, 22 mins)

- _____ (YouTube, 12 mins)
- _____ (YouTube, 11 mins)
- _____ (PDF, 15 mins)

Required for: Any laboratory activities involving chemical or biological material handling, including CORE science classes, BIO Biology, CHEM Chemistry, FSI Forensics, Neuro, Environmental or Natural Science, any Engineering Labs or work involving chemical or biological item use, etc.

 (Panopto, 60 mins)

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 (PDF, 5 mins)
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 (YouTube, 5 mins)
- (YouTube, 15 mins)
- (YouTube, 4 mins)

Required for: Any laboratory activities involving Physics or Food Sciences (SECCM building)

_____ (PDF, 20 mins)

_____ (YouTube, 15 mins)

○ _____ (YouTube, 4 min)

○ _____ (YouTube, 1 min)

_____ (YouTube, 4 mins)

Required for: Any manual or power tool use in any working environment, including ARCH, CEED, SECCM/SELB, Sailing, Performing Arts, Events, Visual Arts Shop, etc.

_____ (PDF, 20 mins)

_____ (YouTube, 3 mins)

_____ (YouTube, 10 mins)

_____ (YouTube, 11 mins)

○ _____ (YouTube, 12 mins)

○ _____ (PDF, 15 mins)

○ _____ (YouTube, 17 mins)

○ _____ (YouTube, 3 mins)

_____ (Power Tool Institute, 14 mins)

○ _____ (PDF, 15 mins)

○ _____ (YouTube, 13 mins)

○ _____ (YouTube, 10 mins)

○ _____ (YouTube, 11 mins)

_____ (YouTube, 9 mins)

○ _____ (PDF, 15 mins)

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○ _____ (YouTube, 13 mins)

○ _____ (YouTube, 8 mins)

○ _____ (YouTube, 9 mins)

- _____ (5 mins)
- _____ (YouTube, 15 mins)
- _____ (YouTube, 13 mins)

- _____ (PDF, 15 mins)
- _____ (YouTube, 5 mins)

- _____ (PDF, 15 mins)

Required for: ARCH Studio, Visual Arts, Graphic Design

_____ (PDF, 20 mins)

_____ (YouTube, 21 mins)

○ _____ (YouTube, 5 min)

○ _____ (YouTube, 1 min)

○ _____ (YouTube, 6 mins)

○ _____ (PDF, 15 mins)

_____ (Panopto, 15 mins)

Required for: XRF and XRD work with Dr. O'Shea

_____ (PDF, 30 mins)
Spring and summer agreements will be issued in January and May

_____ (YouTube, 21 mins)
_____ (Panopto, 22 mins)
_____ (Panopto, 45 mins)
_____ (YouTube, 8 mins)
_____ (Panopto, 60 mins)
_____ (YouTube, 13 min)
_____ (PDF, 5 mins)
_____ (PDF, 20 mins)
_____ (Panopto, 65 min)
_____ (Panopto, 27 mins)
_____ (YouTube, 3 mins)

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- _____ (YouTube, 3 mins)
 - _____ (PDF, 15 mins)
 - _____ (PDF, 5 mins)
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- _____ (Panopto, 15 mins)

- _____ (YouTube, 12 mins)
- _____ (YouTube, 11 mins)
- _____ (PDF, 15 mins)

- _____ (YouTube, 24 mins)
- _____ (YouTube, 6 mins)

These requirements are in place to prevent clothing/hair/jewelry entanglement or entrapment in equipment and potential exposure to/contamination from chemical, biological, or radiological materials.

Proper Attire is required at all times. You cannot participate in any lab, shop, or studio activities if you are not wearing proper attire and will need to go home to change before participating. Proper Attire includes:

- _____
- Full-length pants that cover the entire leg down to the ankle
- Sturdy shoes that cover the entire foot to the ankle (in certain areas, specific slip-resistant shoes or boots are required)
- Shirt that covers entire back, stomach, chest area, and has sleeves (no tank tops)

All laboratory, shop, studio, and field work-related injuries / illnesses / incidents must be reported right away to your instructor or supervisor. Your instructor will complete the Student Injury Reporting Form if you are a student and your supervisor will complete the Employee Injury Reporting Form if you are an employee (including if you are a student employee, such as a work study or payroll).

In the event of a blood or bodily fluid incident, do not touch any blood or bodily fluids or contaminated materials. Block off the affected area and do not allow others to come into contact with the fluids or contaminated materials (for example, if possible -- leave the classroom and close/lock the door). Do not attempt to clean up the material yourself. Call RWU Public Safety right away so the fluids/materials can be addressed appropriately.

These requirements are in place to protect your physical safety while working in the labs, shops, and studios, to prevent damage to equipment, and to protect building structures from damage.

Keep these areas clear of all materials and accessible (minimum of three feet clearance):

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_____ Please refer to the Waste Disposal section of this agreement for additional information. Never dispose of chemicals or chemically contaminated materials in the trash or pour them down the sink.

_____ Notify your supervisor / instructor / area manager right away if there are any spills or contamination incidents

These requirements are in place to protect you from biological exposure/contamination.

_____ Biological items includes items such as live animals and plants, preserved and unpreserved human, animal, and plant specimens, bacteria, fungi, viruses, microorganisms, etc. All biological item users need to follow these safe purchasing, handling, use, storage, and disposal practices.

_____ Only authorized purchasers can purchase biological items for their academic departments. Do not bring biological items to RWU and do not return them to BMC 904

All safety blades (e.g., exacto knives, box cutters, razor blades etc.) must be carefully placed in a secured sharps disposal bin for disposal (biologically contaminated blades, follow specific guidance in Waste Disposal section).

Never dispose of blades in the regular trash.

coordinate autoclave use with your department
stockroom / autoclave owner as-needed

– please place these wastes (used or unused) into the dedicated, labeled disposal containers in your working environment:

- (Rhode Island defines Sharps in a Laboratory environment as anything capable of causing cut or puncture, including all: Hypodermic needles, Syringes with/without needle attached, Pasteur pipettes, Scalpel blades, Blood vials, Needles & attached tubing, Glass Carpules, Glass culture dishes regardless of presence of infectious agents, Other types of broken or unbroken glassware used in animal or human treatment or research, such as used slides and cover slips)

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(glass or plastic – no cracks/breaks)

The label and waste log may not contain abbreviations, chemical formulas, trade names, or generic names such as “Organic Waste.” It must list out complete chemical names.

Store in the area’s Satellite Accumulation Area (SAA) that is demarcated with striped tape and has SAA signage in place.

Waste must stay in the area it was generated in – do not move containers from area.

Non-waste items and chemicals must not be stored in an SAA.

All waste containers must be stored in adequate secondary containment.

Incompatible waste must not be mixed in the same waste container.

Incompatible waste must not be stored in the same secondary containment.

All waste must be compatible with its container. Containers must be plastic unless it is incompatible with the waste (notify EHS if using non-plastic containers).

Keep all containers closed with cap when not adding waste (no funnels, parafilm, foil).

Only fill containers to 80-90% full. Draw a “fill line” on the container for visual reference if necessary.

No more than 55 gallons of total waste or more than 1 quart of acutely hazardous waste may be stored in one SAA.

Do not put a start or end date on the waste container.

~~Draw a “fill line” on the container for visual reference if necessary.~~

Immediately report any injury or illness to your instructor/supervisor/area manager

Instructor/supervisor/area manager:

- Complete an injury / illness report form
- Call Public Safety in the event of a serious injury or illness (x3333) or in the event of a blood or bodily fluid spill.
- Do not attempt to clean up a blood or bodily fluid spill yourself. Block off the area of the spill until personnel arrive to clean up.

Immediately report exposure to your instructor/supervisor/area manager

Instructor/supervisor/area manager:

- Immediately call Public Safety at x3333 for ALL chemical exposures to eye/face
- Activate emergency eyewash by pushing paddle with hand (assist if needed)
Flush face and eyes for at least 15 minutes
Remove glasses, contacts, goggles, jewelry and other items from the affected area(s)

Immediately report exposure to your instructor/supervisor/area manager

Instructor/supervisor/area manager:

- Immediately call Public Safety at x3333 for ALL chemical exposures
- Activate emergency shower by pulling handle (assist if needed)
Flush body by standing under shower for at least 15 minutes.
Remove contaminated clothing and other items without further contaminating body.

(spill meets all of these criteria: small volume (less than a gallon), low health / physical hazard ratings, not causing fire, smoke, off-gassing, or other reaction, contained within lab, not headed for drains)

Immediately report any chemical spill to your instructor/supervisor/area manager

Instructor/supervisor/area manager:

- Use paper towels or other compatible absorbent materials 1 (.Sh)5 (/)-2 (phys)4 (i)-/
Use pwLiatit head0hbstthes. BDC / ong, etring, orhe.

