

**SIUE Department of Civil Engineering
Employee/Student Training Log**

(Use a separate form for each assignment. Keep with employment/student records)

As a condition of employment, to work in CE lab facilities, or for independent student projects, all employees or students working independently must complete an appropriate training program. This form serves to document the appropriate training for the employee/student engaged in the assignment.

Employee/Student Name _____ SIUE E-mail Address _____

Position/Course/Project _____ Term _____

Assignment (check all that apply)

- RA (research assistant, non-lab) TA (teaching assistant, grading) SW (student worker, non-lab)

Note that if the employee/student will be working in labs (other than computer labs) then they will need safety training appropriate to the anticipated lab activity.

- RA (research assistant, lab) TA (teaching assistant, lab) SP (non-employee student working on independent project in labs)

Description of assignment tasks, specifically including exposure to potentially hazardous materials or equipment used.

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Description of topics relevant to the assignment to be covered in training and source of training

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We understand that the employee/student will be provided safety training to support the activities as described above. This training is required as a condition of employment or for working on independent student projects in School of Engineering facilities.

Employee/Student _____ date _____ Supervisor _____ date _____

Training	Date CE Basic Training Completed	Supervisor acknowledgment	Next Annual Training Due

Assignment Specific Training		Supervisor acknowledgment	Next Training Due
Date Completed	Source		

Instructions for using this form.

Purpose

This form is to be used whenever a new employee (TA, RA, etc.) is hired for a position, or for a student who will be working on a project independent of a regular lab course in the CE lab facilities. (See *SIUE Department of Civil Engineering Safety Policy*.) The purpose of this form is to document that appropriate safety training has been assessed for the employee or student to safely perform the intended activity and that the employee/student was trained. This document must be filed in the employee's or student's file.

Since all safety training must be appropriate to the assignment, there should be a separate form completed for each assignment. A new form does not need to be created for each term if the assignment tasks or safety requirements have not changed.

Note that specific, additional training may also be required for certain other activities. For example, all persons who intend to work in the SoE Student Design Center (SDC) must meet the SDC training requirements. Contact your supervisor for more details about this.

Instructions

The supervisor of the employee or student is responsible for determining the appropriate training needed for the assignment and for completing this form.

1. Fill in the requested information: Employee Student Name; Assignment/Course/Project; Term (e.g. "Fall 2018"); Assignment (select all that apply.)
2. Describe the essential tasks to be performed, particularly anything that could pose some safety concerns. Examples include working with or around:
 - a. any chemicals, including paints/solvents, cleaners;
 - b. electrical equipment and related controls, such as motors, switches, and other equipment;
 - c. hand tools or powered machinery for cutting, grinding, etc.;
 - d. moving or lifting heavy objects;
 - e. dusty or dirty materials, such as concrete, asphalt, cutting/sanding wood, etc.;
 - f. welding, grinding.
3. Describe all safety related topics that should be addressed in the training. The base level training for lab workers will include personal protective equipment (PPE) training. Using the tasks listed above, indicate the appropriate training for each lettered item could be:
 - a. chemical hygiene;
 - b. basic electrical safety;
 - c. lifting/moving safety;
 - d. breathing protection;
 - e. basic hot work safety (welding safety, electrical safety, compressed gases safety).
4. Note that all new employees must review the [Emergency Procedures \(Faculty Staff, Student and Visitors\)](#). After they have reviewed that manual they need to sign the log book in Jeanie Umbaugh's office, EB2056, acknowledging that they have reviewed the information.
5. The Employee/Student and Supervisor must sign and date to acknowledge that they agree to the training program.
6. The supervisor shall maintain a log of when the appropriate training has been completed and when the next training is due.
7. This document must be filed in the employee's or student's file.