Steward Observatory

New Employee Training Requirements
– SAMPLE –

(R = Required Training, D = Desirable Training)

***Supervisors and Managers shall provide work specific training for each employee based on the work tasks and site specific hazards**.*

Employee Name:_____ Date: _____

Job Title: _____ Supervisor Signature: _____

Job Duties: _____ Reviewed By: _____

(Safety Officer Signature)

Circle work sites and training requested below

	SO ETS				***ITL***							
TRAINING	**MACHINE SHOP**	**ELECTRONICS**	**MT OPS**	**MGIO**	**ALL**	**MAINTENANCE & SUPPORT**	**MACHINE SHOP**	**CHEMICAL LAB USERS**	**LBT1**	**LBT0**	**MMTO**	**OTHER AREAS**
Safety Manual												
Area Work Platforms												
Audiograms												
Chemical / Waste Disposal												
Confined Space												
CPR / AED / First Aid												
Crane												
Cryogenics												
Comp. Gas Cylinder												
Driver Safety												
Ergonomics												
Fall Arrest												
Fire Extinguisher Safety												
Forklift												
Fluid Management												
Global Harmonization System – Hazard Notification												
Hearing												
Heat Stress												
High Altitude												
HOV Training												
Laser Radiation Protection												

	SO ETS				***ITL***							
TRAINING	**MACHINE AHOP**	**ELECTRONICS**	**MT. OPS**	**MGIO**	**ALL**	**MAINTENANCE & SUPPORT**	**MACHINE SHOP**	**CHEMICAL LAB USERS**	**LBT1**	**LBTO**	**MMTO**	**OTHER AREAS**
Lockout / Tagout												
Machine Guarding / Tools												
Refractory Awareness												
Respirator												
Respirator Fit Test												
Rigging												
Safety Orientation												
Scaffolding												
Scissorlift / Articulating Boom												
Waste Disposal												