

Fact Sheet

Research Safety Training Requirements

Training is required before any person can work in a laboratory at the University of Minnesota. This takes place when you first begin work, and must be refreshed annually. This training is provided by University Health & Safety (UHS), your supervisor, or other reputable sources.

Benefits of Training

Training has a variety of benefits, including:

- *Helping to prevent incidents and injuries:* Incidents and injuries become less likely when people know what work practices they should follow, basic safety information, and what resources they have available for safety.
- *Building knowledge and competence in health & safety:* Training helps you know the hazards of your work, allowing you to work more safely and make better safety decisions. It also helps you know when to use outside resources and to ask for help.
- *Fulfilling regulatory requirements:* Many regulatory agencies, including the Occupational Safety and Health Administration (OSHA) and some grant-providing institutions require health and safety training.

Training Requirements

Before you start working in any research laboratory at the University, you are required to take four basic safety modules online **and** receive lab-specific training from your supervisor.



Annual Lab-Specific Training

Lab-specific training is required annually for all lab members, and whenever a new lab member begins work. This training is provided by the laboratory's principal investigator or lab supervisor, not by UHS. This is because the training needs to be specific to the work your lab does, the hazards that are present, and the procedures

Fact Sheet

that you perform. Lab members should also be updated on any changes in safety procedures or requirements, and refreshed on standard information, such as what to do in case of an emergency. A customizable outline you can use to guide your training can be found [here](#). Further details on this training are covered in a separate fact sheet.

Additional Required Training

If you are doing work with or using any of the following, additional training may be required, and may need to be refreshed annually:

- Radiation
- Lasers
- Respirators, including N-95 dust masks
- Agricultural/farm equipment
- Biological materials, including infectious agents, human bodily fluids/materials, recombinant DNA, etc.
- Formaldehyde
- Electrical hazards
- Agricultural equipment

Optional Training

Optional training is also available on other topics, such as soldering, fire extinguishers, and anesthetic gas safety, by request. Contact the UHS front desk at (612) 626-6002, your Department Safety Officer (DSO), or your Research Safety Professional for more information.

Documentation Requirements

Laboratories are required to keep training records of all in-person trainings provided to their lab members. These records are expected to be presented during an audit, and also can be used to prove that training occurred in case an incident occurs. The records must include the name of the person trained, the date of the training, the topics covered, and the name of the person who provided the training. For many labs, this is a binder kept in the lab with these handwritten records. Electronic records (i.e., an Excel sheet, Google document, etc.) are also acceptable, as long as they can be easily accessed when needed. Training records from courses taken online can be found through ULearn. Instructions can be found [here](#).

Questions

More information is available on our website at <http://dehs.umn.edu/> If you have any questions about training requirements or documentation procedures, contact your DSO, your UHS Research Safety Professional, or call the UHS main office at (612) 626-6002.