HELP FOR COMPLETING YOUR TRAINING NEEDS ASSESSMENT

1) Go to MIT EHS Training Home Page and click on <u>Atlas Learning Center</u> (Certificates needed) <u>http://ehs.mit.edu/site/training</u>

MIT EHS Training Home

Posted Thu, 03/29/2012 - 15:40 Updated December 14, 2015

EHS Training is offered via the MIT Atlas Learning Center.

LEARNERS

Getting started with EHS training requirements on MIT Atlas Learning Center (for Lab Members, Lab UROPs, and Others to take the EHS Training Needs) - Learner Ouick Guide

1. See your EHS Rep about your lab's training requirements

2. Go to MIT Atlas Learning Center 🖗

- 3. Create/Update your EHS Profile on the My Profile page by selecting your PI(s) (required except for Lincoln Lab) and activities
- 4. View and complete your required/recommended training on the My Training Needs page

2) Click on <u>My Profile</u> to the right.

Atlas MIT world	HOME	ABOUT ME	CAMPUSLIFE				🕕 tnuman 🗸
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Time and Vacation Entry My Reimbursements Service Requests		М	y Training Needs	92% 8	QUIRED COMPLETE 1 OF 12)	100% e	OMMENDED COMPLETE
Learning Center EHS Inspection and Auc	fit	al	l statuses 👻 all priority levels 👻				

3) Click on

Update PI/Activities

4) Find your PI's name by searching last initial



5) If your PI has more than one affiliation, remember to choose the correct profile

Kim, Jeehwan 🕕	JEEHWAN	Mechanical Engineering
Kim, Jeehwan 😰	JEEHWAN	Research Lab Of Electronics 🔺

7) After saving the correct profile for your PI, you should select all the activities that you will encounter in the labs. (Please work with EHS Rep and/or PI to determine these activities.) This will populate your training needs and lets you start signing up for the required training courses.



8) After selecting all of your activities, Click on

Submit

9) Check <u>My Training Needs</u> to see the training updates based on your assessment.

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10) This area will list all trainings (completed and incomplete) and will let you know when your trainings expire if they need to be periodically retaken.

	REQUIRED	CODE/REASON	STATUS
REQ	EHS-MS Level II Inspection Program	EHS00744 🔞	INCOMPLETE
REQ	AeroAstro Safety & Chem Hygiene	EHS00107	EXPIRES 10/25/2017
REQ	Bloodborne Path: Researchers	EHS00200	EXPIRES 10/26/2016
REQ	Electrical Safety - Lab Personnel	EHS00425	COMPLETED 🛇

11) Your Training Needs Assessment (TNA) should be updated whenever you will be working for a new PI or when your activities will be changing.

REMINDER – Update your TNA even when you are stopping activities. This will remove the specific trainings from your needs and will not list as incomplete because you no longer need to take it.

Below is a summary of training needs associated with various job activities.

Activity If you	Requirement You must do… W=web class, c=classroom, m=medical, s=signature, p=practicum	Retraining Schedule (blank means initial only)
Group 1 - Chemical Safety		
1. Use potentially hazardous chemicals in	100w or 100c General Chemical Hygiene 1.5 hr	
common chemicals such as oil, solvents,	110c Lab Specific Chemical Hygiene	Annual
pullito, aconol, accione, eccij	111s Signature: I have read the Chem. Hygiene Plan	
	501w or 501c Managing Hazardous Waste 1 hr.	Annual
2. Supervise those who use potentially	100w or 100c General Chemical Hygiene	
(i.e., PI/supervisor)	110c Lab Specific Chemical Hygiene	Annual
	111s Signature: I have read the Chem. Hygiene Plan	
	501w or 501c Managing Hazardous Waste	Annual
3. Use potentially hazardous chemicals in	120c or 120w General Hazard Communication 1.5 hr	
a work place other than a laboratory	121c Work Area Specific Hazard Comm. Training	
	501w or 501c Managing Hazardous Waste	Annual
4. Supervise those who use potentially	123c Hazard Comm Training for Supervisors 1.5 hr.	
other than a laboratory (i.e., PI/supervisor)	122s Signature: I have read MIT Hazard Communication Plan	
	501w or 501c Managing Hazardous Waste	Annual
5. Use oil from a single container or reservoir in quantities equal to or greater than 55 gallons	510w or 510c Oil Spill Prevention and Water Pollution Control 1 hr	Annual
6. Use hydrofluoric acid	130c Hydrofluoric Acid Training 0.5 hr	
7. Use a respirator	131r Respirator Program: MIT Program Registration	
8. Ship or prepare to ship potentially hazardous chemicals	251c Shipping Hazardous Chemicals 1 hr	

Group 2 - Biological Safety and Blood-borne Pathogens				
9. Use biological materials requiring BL1 or BL2 containment, or use recombinant DNA/RNA requiring BL1 or BL2 containment.	260c General Biosafety for Researchers 1 hr			
10. Supervise a laboratory that uses biological materials requiring BL1 or BL2 containment, or uses recombinant DNA/RNA requiring BL1 or BL2 containment.	260c General Biosafety for Researchers 1 hr			
11. Perform research with human blood or body fluids, human cells, or human cell lines	200c Bloodborne Pathogens and Biosafety Training for Researchers 1 hr. (204c annual refresher 0.5 hr)	Annual		
	208m BBP-Hepatitis Information Form			
12. Perform research with HIV or HBV (Note: lentivirus transfer vectors	200c Bloodborne Pathogens and Biosafety Training for Researchers (204c annual refresher)	Annual		
excluded)	208m BBP-Hepatitis Information Form			
	221c Biosafety level 2 plus (BL2+) training			
13. Supervise a laboratory that performs research with human blood or body	212c PI of Laboratory with an Exposure Control Plan			
fluids, human cells, or human cell lines	260c General Biosafety for Researchers 1 hr			
 Give first aid as a job duty, provide other medical treatment, work with patients, or handle patient samples 	203c Blood-borne Pathogen Training for Medical & CRC 1 hr (207c annual refresher, 0.5 hr)	Annual		
	208m BBP- Hepatitis Information form			
15. Ship or prepare to ship infectious agents (human, animal or plant), genetically modified organisms, human specimens, or toxins	253c Shipping Biohazardous Materials (1 hr)			
16. Enter biological research labs to provide maintenance or service, or handle materials, equipment, etc., from biological labs as a non-researcher providing a service for these research labs.	261c Biosafety Awareness for Non-researchers (1 hr)			

17. Use radioactive materials 301c Radiation Safety: Laboratory 3 hrs. Every 2 years 18. Supervise a laboratory authorized to possess and use radioactive materials 304c PI of a Radioactive Materials Authorization Every 2 years 19. Use sealed sources of radioactivity 301c Radiation Safety: Laboratory 3 hrs. or 306c Radiation Every 2 years 20. Use gammacell irradiator 301c Radiation Safety: Laboratory Every 2 years 341c Gammacell Irradiator Safety - G40-CCR 1 hr	Group 3—Ionizing Radiation Sources: Radioactive Materials; Radiation Producing Equipment				
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30. Enter and work in an area with an BE (radiofrequency) warping sign		372m Laser Eye Exam: Baseline			
Awareness Awareness	30. Enter and work in an area with an RF (radiofrequency) warning sign	392c Radio Frequency / Microwave Radiation Safety Awareness			

	Group 5 - Miscellaneous				
31.	Use electrically powered equipment over 50 volts where there is a potential for exposure to exposed parts (uninsulated and unguarded) of energized electrical circuits or equipment.	425c Electrical Safety for Lab Personnel 1 hr			
32.	Work in a noisy environment (have to shout to be heard at an arm's length away from another person)	150c Hearing Conservation 1 hr	Annual		
33.	Use a high degree of repetitive motion or excessive lifting, pushing, or pulling	161c Ergonomic Topics: Repetitive Motion and Material Handling 1 hr			
34.	Using a computer is essential for my current or future professional or personal activities	163w Computer Work Station Ergonomics			
		Group 6 - Specialized Safety			
35.	Work in a confined space(s) such as tanks, manholes, boilers, or shafts	430c Confined Space Entry Attendant 1 hr (431c refresher every 2 years)	Every 2 years		
36.	Supervise those who work in a confined space such as tanks, manholes, boilers, or shafts	432c Confined Space Entry Supervisor 1 hr (431c refresher every 2 years)	Every 2 years		
37.	Work or supervise those that work from ladders, scaffolding, staging, lifts, or powered platforms	440c Fall Protection 1 hr			
38.	Supervise those who weld, cut or solder with a torch, braze, or grind. Supervise a designated hot works area	452c Hotwork Safeguards Supervisor 3 hr (452c required every 2 years)	Every 2 years		
39.	Operate cranes or hoists	460c Hoists & Cranes safety/Prep for MA class 3A License Exam			
40.	Operate a forklift, battery powered pallet jack, or other material handling equipment	461c Powered Industrial Trucks/Prep for MA Class C1 License Exam			
41.	Involved in planning construction or renovation activities in your department, lab or center	490c Intro to OSHA Standards 1.5 hr			
42.	Climb a tower	491c Tower Climbing Safety 1 hr			
43.	Supervise those who climb a tower	491c Tower Climbing Safety 1 hr			