

NSM Guidelines for Student Safety Training Acknowledgement Forms

Purpose: The purpose of this document is to provide guidance for what information must be included on Student Safety Training Acknowledgement Forms and within packets to comply with the University Student Safety Training Policy

Information to include in the packet turned into each department

1. **Class Section Roster** (pulled after census date)
2. **Course Identifying Information** (will be used to sort / store / find forms for audits from Risk Management)
 - Course number & Name (e.g., “Bio 184 General Genetics”)
 - Section number with meeting days and time (e.g., “Section 01, MW 9-11:30”)
 - Semester
 - Instructor
3. **Instructor Signature** (demonstrates / documents that instructor acknowledges that they provided proper laboratory safety training)
 - Printed instructor name
 - Instructor signature
 - Course and section number
 - Date
4. **Acknowledgement of Student Safety Training**
 - Student Signatures
 - Printed student name
 - Student ID number
 - Date
5. **Training Information Provided to Students** (copy of any documents provided to students that describe items below)
 - Information about the general chemical, biological, and/or other safety hazards that students will be exposed to when performing academic activities.
 - Information about how to access and understand specific data about individual hazards that may arise during planned academic activities.
 - Safety features of the laboratory.
 - Proper use of personal protective equipment (PPE) required to safely perform activities that pose a safety risk.
 - Actions to take in the event of an accident or injury.