

Safety Training for Shop Personnel

Purpose: This document outlines the Environmental Health & Safety (EH&S) training required or recommended for personnel working in a shop setting.

Intended Audience: Shop and research personnel, graduate and undergraduate students in academic support shops, shop and lab supervisors, and principal investigators (PIs). UW Facilities Shop Personnel should follow departmental training requirements.

Instructions: Answer the questions below with your supervisor or safety coordinator to determine which tasks are part of your work. The triangle (▲) or circle (○) to the right indicates a safety training course that supports that task. Courses are listed Each course title is a hyperlink to its detailed course information webpage.

General Safety and Emergency Preparedness		▲=required ○=recommended						
If you . . .	1	2	3	4	5	6	7	
may be exposed to caustic, toxic, or highly irritating substances; or work in laboratories, shops or areas with high dust, battery charging, spraying and dipping, or hazardous dispensing	○							
are required to use fire extinguishers to extinguish fires		▲	▲					
work with flammable, pyrophoric, reactive materials, as well as those in laboratory settings, kitchens, hot work environments, and shops		○	○					
are expected to provide first aid in the workplace				▲				
work with chemicals or compressed gas					▲			
are exposed to high noise levels that may exceed 85 decibels (dBA) averaged over an 8-hour period						▲		
will lift twenty pounds or more, lift objects of any weight higher than three feet, regularly push or pull objects, or perform other repetitive motions that may lead to back injury							○	

Hazardous Energy and Equipment Safety		▲=required ○=recommended					
If you . . .	8	9	10	11	12	13	
work with compressed gas in shops, makerspaces, and other areas	○						
do not encounter exposed energized electrical parts but want basic electrical safety awareness and recognition skills		○					
use portable powered tools			○			○	
work in areas where energy control procedures may be utilized				▲			
conduct maintenance or repair work on or around de-energized systems					▲		
work with or around machinery with recognized hazards due to moving parts						○	

Materials Handling and Specialized Equipment		▲=required ○=recommended				
If you . . .	14	15	16	17	18	
operate forklifts	▲					
frequently use ladders		▲				
use overhead and gantry cranes and hoists to lift and move loads			○			
use cranes, hoists, chain-falls, or other equipment to lift loads				○		
are required to use N95 filtering facepieces, half- or full-face air purifying respirators, or powered air purifying respirators (PAPR)					▲	

Safety Training Courses			
#	Course Title	Frequency	Format
1	Eyewashes and Safety Showers Training	Initially	Online
2	Fire Extinguisher Training Online	Annually	Online
3	Fire Extinguisher Training Hands-On	Annually	Classroom
4	First Aid and CPR Certification	Every 2 years	Classroom
5	Globally Harmonized System for Hazard Communication	Initially	Online
6	Hearing Conservation Training	Annually	Online
7	Back Safety and Injury Prevention	Initially	Online
8	Compressed Gas Safety	Initially	Online
9	Electrical Safety Awareness	Initially	Online
10	Hand and Power Tool Safety ¹	Initially	Online
11	Lockout Tagout Awareness	Initially	Online
12	Lockout Tagout Hands-On ¹	Initially; retrain as needed	Classroom
13	Machine Guarding ¹	Initially	Online
14	Forklift and Lift-Truck Operator Safety ¹	Every 3 years	Classroom
15	Ladder Safety	Initially	Online
16	Overhead and Gantry Crane Safety ¹	Initially	Online
17	Rigging Safety ¹	Initially	Online
18	Respirator Training and Fit Testing ²	Annually	Training Online; Fit Testing Classroom

¹ Shop-specific training is required in these areas and any other Shop specific processes. Document on the [Shop Safety Orientation Training Record](#).

² Respirator use (except when voluntary) requires EH&S approval, medical clearance, training, and fit testing. Refer to the EH&S [Respiratory Protection webpage](#).

For questions or clarifications, refer to the EH&S [Shop and Maker Space Safety webpage](#) or contact ehshop@uw.edu or (206) 543-7388.