

2.2 Training Requirements

Safety training is an integral component of a comprehensive machine safety program. All users of shop machinery must complete basic machine safety training prior to beginning any work around or with machinery. Completion of safety training must be documented in writing and accompanied by the instructor and machine operator's signature. Records of training must be retained for the duration of a machine operator's enrollment in a program. Training records must be made available by uploading them to the Documents section of BioRAFT. Basic machine safety training must include the following topics:

- Proper selection, use, and care of Personal Protective Equipment (PPE)
- General shop safety (appropriate attire, behavior, housekeeping, etc.)
- Guard use and proper adjustment
- Machine hazard awareness
- Hand tool safety

Refresher training for machine operators is to be administered when, through observations made by a competent PI, Faculty, or Staff member, actions indicate unreasonable risk. Refresher training is mandatory when a machine operator is unable to demonstrate competency in the operation of a machine, when a near-miss occurs, or if any incident occurs.

To be qualified to work in specific research labs, specialized machine training will be required based on the types of machinery present. All machine operators are to receive additional safety and operator training to be qualified to operate specific High-Power machines. See **Appendix A** for a list of some common High-Power machines. Comprehension of additional training must be verified through the successful completion of a written or electronic test/quiz. High Power machine refresher training is required to be taken on an annual basis.