

# School of Forest Resources

## Training Requirements

(In Regards to Safety)

These are the required safety related trainings of all employees in the University of Maine System:

**Annual Basic Safety Training** can be found under the UMS Academy. The SM Training site has a link to the training along with the safety quiz. They have also provided a downloadable Annual Basic Safety Training Resource Guide.

**Department Annual Safety Training** is provided by SFR and can be found at the following link: <https://forest.umaine.edu/news-resources/faculty-staff-resources> it can be found on the SFR web page under Faculty and Staff Resources and is titled SFR Safety Training.

**Emergency Action Plans** is a training provided by your supervisor for the locations and spaces you will be working in. These plans are to be updated as necessary and reviewed annually, and when changes are made. On the SM Training site there are resources to assist supervisors with developing EAP's (Emergency Action Plans)

**Fire Prevention Plans** is another training provided by your supervisor for the locations and spaces you will be working in. These plans are to be updated as necessary and reviewed annually, and when changes are made.

**Computer Workstations** is required for all employees whose job includes operating a computer terminal for more than four (4) hours on a daily basis. This training is done both upon initial hire and followed up annually. This training is provided by your supervisor and can be accessed on the SM Training site.

**Positions may require additional safety trainings depending on the job specifics, and the tasks the individual is required to perform.**

Below is a list of safety trainings required of specific job titles based upon the university approved job descriptions.

### **Manager, University Forest**

Electrical Safety Related Work Practices	Initially
Ergonomics (or) Back Safety and Lifting	AS NEEDED
Field Work	Initially
Fire Extinguishers	Initially
	3 yr. Refresher
First Aid/CPR	Cert Requirements
Flammable and Combustible Liquids (Tank Storage)	AS NEEDED
Hazard Communication	Initially
Hazardous Waste Training	Annually
Oil Spill Prevention Control and Countermeasure	Annually
PPE	Initially
Pesticides/Herbicides	Cert Requirements
Tree Work (Logging Operations)	Initially

### **Operations Manager University Forests**

Electrical Safety Related Work Practices	Initially
Ergonomics (or) Back Safety and Lifting	AS NEEDED
Field Work	Initially
Fire Extinguishers	Initially
	3 yr. Refresher
First Aid/CPR	Cert Requirements
Flammable and Combustible Liquids (Tank Storage)	AS NEEDED
Hazard Communication	Initially
Hazardous Waste Training	Annually
Oil Spill Prevention Control and Countermeasure	Annually
PPE	Initially
Pesticides/Herbicides	Cert Requirements
Tree Work (Logging Operations)	Initially

### **Scientific Research Specialist**

Field Work (as positions requires)	Initially
First Aid/CPR (if engaged in Field Work)	Cert Requirements
Chemical Hygiene (Lab Safety)	Initially
Chemical Spill Cleanup Training	Initially
Hazard Communication	Initially
Hazardous Materials Shipping	Every 3 yrs.
Hazardous Waste Training	Annually
PPE	Initially
Tree Work ((Logging Operations) as required)	Initially
Power Tools (as required)	Initially

**Postdoctoral Research Associate**

Field Work (as positions requires)	Initially
First Aid/CPR (if engaged in Field Work)	Cert Requirements
Chemical Hygiene (Lab Safety)	Initially
Chemical Spill Cleanup Training	Initially
Hazard Communication	Initially
Hazardous Materials Shipping	Every 3 yrs.
Hazardous Waste Training	Annually
PPE	Initially

**Research Associate**

Field Work (as positions requires)	Initially
First Aid/CPR (if engaged in Field Work)	Cert Requirements
Chemical Hygiene (Lab Safety)	Initially
Chemical Spill Cleanup Training	Initially
Hazard Communication	Initially
Hazardous Materials Shipping	Every 3 yrs.
Hazardous Waste Training	Annually
PPE	Initially

**Student Research Assistant**

Chemical Hygiene (Lab Safety)	Initially
Chemical Spill Cleanup Training	Initially
Hazard Communication	Initially
Hazardous Materials Shipping	Every 3 yrs.
Hazardous Waste Training	Annually
PPE	Initially

**Student Field Worker Assistant**

Field Work	Initially
First Aid/CPR	Cert Requirements
PPE	Initially

**Student Special Project Assistant**

Field Work (as positions requires)	Initially
First Aid/CPR (if engaged in Field Work)	Cert Requirements
PPE	Initially

**Student Laborer**

Power Tools (as required)	Initially
PPE	Initially

This list was generated by comparing the job descriptions to the Safety Training Requirements Listing document (0803005, 06/18/18) which was developed by The University of Maine System/Safety Management.