

UVM Risk Management & Safety

Orientation/Training Checklist for Miller Research & Education Complex (MREC)

Farm Personnel

Name: _____ Circle One: CREAM / UVM Employee / Researcher / Intern / Work Study

Date Checklist Started: _____ Date Checklist Completed: _____

Trainer Name and Supervisor _____

I. General (www.uvm.edu/riskmanagement/safety)

- ☐ Review UVM Farm Safety website (uvm.edu/riskmanagement/farm-safety)
- ☐ Complete required safety trainings (uvm.edu/riskmanagement/train-and-inform-lab-personnel): See attached.
- ☐ Complete farm-specific trainings that apply to your responsibilities and work environment.
- ☐ Walk MREC facility to locate safety equipment: Fire extinguishers, manual pull alarms, exits, PPE, Eyewashes, Chemical Spill Kit, Blue-lights, Land-line telephones, etc.)
- ☐ Review MREC-specific emergency protocols: Note: MREC is located in **SOUTH** Burlington on Spear Street.
- ☐ Review how to report a NON-emergency/critical service need to Service Operations Support (SOS) 802-656-2560
- ☐ Review lab emergency response protocols (www.uvm.edu/riskmanagement/laboratory-emergency-response)
- ☐ Review the contents of Cream Safety Notebook or Farm Safety Notebook, whichever applies to you
 - ☐ Review the Self-Inspection Checklist (a monthly inspection is required to be conducted and documented)
 - ☐ Review any documented Working Alone Procedures. *In lab safety notebook.*
 - ☐ Review any farm-specific Standard Operating Procedures (SOPs) that apply to you
 - ☐ Review where Safety Data Sheets (SDSs) are stored and accessed.

II. Chemical Safety (www.uvm.edu/riskmanagement/chemical-safety)

- ☐ Identify and understand the hazards of any chemicals with which you will handle or manage waste.
 - ☐ Read SDSs and Chemical Use Planning Forms. Ensure you understand signs, symptoms, and "routes of entry" of materials with which you may be working.
 - ☐ Understand which controls apply to **your activities** to minimize any potential exposure to chemical vapors or dusts
 - ☐ Engineering Controls: Proper Ventilation. See: uvm.edu/riskmanagement/evaluate-and-control-hazards
 - ☐ Administrative Controls: Document activities using written procedures for specific activities.
 - ☐ Personal Protective Equipment* (PPE): coveralls, nitrile gloves, eye and face protection. *Leave PPE at farm daily.*
 - ☐ Respiratory Protection: Contact safety@uvm.edu if you think you need to wear ANY type of respirator.
- *See: uvm.edu/riskmanagement/personal-protective-equipment*

- ☐ Review proper labeling, segregation and storage for all chemicals used in your farm area.
- ☐ Review UVM waste disposal and recycling procedures: uvm.edu/riskmanagement/waste-disposal-and-management

III. Biosafety and Bloodborne Pathogens (<http://www.uvm.edu/safety/lab/biological-safety>)

- ☐ Review hazards of biological materials and the potential for getting exposed to a zoonotic disease. umash.umn.edu/portfolio/surveillance-for-zoonotic-diseases-in-agricultural-workers-in-minnesota/
- ☐ Review signs and symptoms associated with exposure to antibiotics, zoonotic diseases and procedures for reporting any suspect farm-acquired infection.
- ☐ Understand how to use the proper controls to minimize any potential biological or zoonotic exposure.
- ☐ Review proper labeling and storage for medicines and/or biological materials used on the farm.
- ☐ Review procedure for storage and disposal of biohazardous waste, sharps containers, etc .
- ☐ Review Chemsources procedure for ordering sharps containers/safety supplies
uvm.edu/riskmanagement/purchase-chemicals/supplies

IV. Other MREC Hazards

- ☐ Receive and document necessary training for any farm-specific hazards (tractor safety, calf-cart training, livestock handling, Johnes Disease, Ringworm, etc)
- ☐ Complete Cream Safety Training (live/online or in-person): **CREAM students only.**
- ☐ Complete Fire Safety training (online) and Fire Extinguisher training: offered annually in summer to CREAM/MREC
- ☐ Review proper disposal procedures for other regulated wastes: broken glass, assorted batteries, light bulbs, ballasts, oil, oily rags.

I understand that this checklist is intended as a general safety-training guide for working at the Miller Research and Education Complex; it is not a comprehensive list of all the safety training that may needed for me to be safe from all hazards.

Signature: _____ Date Completed: _____ Revised 01/2022

SAFETY TRAINING REQUIREMENTS

Training website and logins: <https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel>

Laboratory Safety Roles and Responsibilities (on-line course)	All lab personnel	before working in lab	once or as directed by supervisor
Chemical Safety in the Laboratory (online course)	All lab personnel	before working in lab	once or as directed by supervisor
Laboratory Chemical Waste Disposal (online course)	All lab personnel	before working in lab	once or as directed by supervisor

Emergency Response Training	All farm personnel should receive and have documented some form of MREC Emergency Response training and review UVM's general emergency response protocols.	within 3 months of starting work in a UVM	once or as directed by supervisor
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Annual Refresher Training 2022 (online course)	All lab personnel unless they have taken basic lab safety in this calendar year.	One year after starting work in lab	Annually
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CITI Animal Handling trainings: I believe there are trainings specifically to working around Large animals and cows and goats specifically. IACUC may also require specific trainings be completed.

<https://www.uvm.edu/rpo/citi-program-training>

Biowaste Management Procedures (online)	Any personnel using/managing the collection of biological waste	once or as directed by supervisor
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Fire Safety Training (online)	Pre-requisite for (hands on) Fire Extinguisher Training	Recommended for anyone working on a UVM farm.	as directed by supervisor
Fire Extinguisher Hands-on Training (register through classroom - sign-up)	Recommended for everyone.	Recommended for anyone working on a UVM farm.	as directed by supervisor

Injury Protocol and Reporting website should be reviewed: <https://www.uvm.edu/riskmanagement/incident-claim-reporting-procedures>

Driver Training: <https://www.uvm.edu/riskmanagement/driver-training-and-certification>