### OSEH 2015 Course List

#### Laboratory Personnel:

**General Laboratory Safety:**

<table>
<thead>
<tr>
<th></th>
<th>Course Code</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>1.</td>
<td>BLS025w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>General Laboratory Safety Training</td>
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<tr>
<td>2.</td>
<td>BLS018w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>LNF Laboratory Safety Training</td>
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<tr>
<td>3.</td>
<td>BLS023</td>
<td>REQUIRED</td>
<td>Centrifuge Training</td>
</tr>
<tr>
<td>4.</td>
<td>BLS026w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Hydrofluoric Acid Safety</td>
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**Biological Safety:**

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<tr>
<td>1.</td>
<td>BLS101</td>
<td>REQUIRED</td>
<td>Biosafety and Bloodborne Pathogen Training</td>
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<td>2.</td>
<td>BLS101w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Biosafety and Bloodborne Pathogen Training</td>
</tr>
<tr>
<td>3.</td>
<td>BLS008</td>
<td>REQUIRED</td>
<td>Working Safely with Viral Vectors</td>
</tr>
<tr>
<td>4.</td>
<td>BLS013w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Autoclave Standard Operating Procedures</td>
</tr>
<tr>
<td>5.</td>
<td>BLS032w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>NCRC Autoclave Safety Training</td>
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**Radiation/Lasers:**

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<tbody>
<tr>
<td>1.</td>
<td>RSS006</td>
<td>REQUIRED</td>
<td>Radiation Safety Training</td>
</tr>
<tr>
<td>2.</td>
<td>RSS103w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Radionuclide Users Annual Refresher Training</td>
</tr>
<tr>
<td>3.</td>
<td>BLS005w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Laser Safety Basic Training</td>
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**Shipping:**

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<td>1.</td>
<td>BLS204w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Shipping Regulations for Shipping Materials with Dry Ice</td>
</tr>
<tr>
<td>2.</td>
<td>BLS205w</td>
<td></td>
<td>Training for Receipt of Infectious Biological Materials and Dry Ice</td>
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<td>3.</td>
<td>BLS206w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>Shipping Chemical Preservatives</td>
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<tr>
<td>4.</td>
<td>BLS208w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>- Regulations for Shipping Biologics: Infectious Substances Category A</td>
</tr>
<tr>
<td>5.</td>
<td>BLS209w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>- Regulations for Shipping Biologics: Infectious Substances Category B</td>
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**Respirator:**

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<tr>
<td>1.</td>
<td>BLS109w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>MAXAIR Powered Air Purifying Respirator (PAPR) Training</td>
</tr>
<tr>
<td>2.</td>
<td>BLS110w</td>
<td><strong>ONLINE REQUIRED</strong></td>
<td>3M Powered Air Purifying Respirator (PAPR) Training</td>
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**Events:**

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<tr>
<td>1.</td>
<td>ADM101</td>
<td>OSEH Safety Coordinator Conference</td>
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<tr>
<td>2.</td>
<td>ADM105</td>
<td>Michigan Laboratory Safety Fair</td>
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Housing Security Personnel:

1. IHS120w ONLINE REQUIRED Housing Security Bloodborne Pathogen (BBP) Refresher

Housing, Michigan Dining and University Unions Personnel:

1. IHS125w ONLINE REQUIRED Bloodborne Pathogen Refresher for University Housing, Michigan Dining and University Unions
2. IHS126w ONLINE REQUIRED Asbestos Awareness Refresher Training
3. OHS102w ONLINE REQUIRED Lead Awareness Training

Ergonomics Courses:

1. OHS001w ONLINE Material Handling Ergonomics
2. OSCH005w ONLINE Office Ergonomics for Computerized Work Stations

Other Courses:

1. IHS070w ONLINE REQUIRED Machine Shop Safety
2. IHS046w ONLINE REQUIRED High Voltage Room Access for the Non-Electrician
3. EPP106w ONLINE REQUIRED Stormwater Pollution Prevention Plan (SWPPP) Training

Course Descriptions:

1. ADM101 - OSEH Safety Coordinator Conference
   a. This annual event is hosted by the U-M Department of Occupational Safety & Environmental Health to promote information sharing and networking opportunities for U-M Safety Coordinators.
   b. Register here

2. ADM105 – Michigan Laboratory Safety Fair
   a. The Focus of this event is on further developing a culture of safety in University of Michigan laboratories through promotion of safety products, services and University resources.
   b. Register here

3. BLS005w - ONLINE REQUIRED Laser Safety Basic Training
   a. (1 Hr) OSEH offers this self-study option as a way for you to review the contents of our Laser Safety Basic Training and test your knowledge by completing a short quiz of the material. Please review this information and your quiz results with your Principal Investigator (PI). A record of this review should be kept by the PI in the laboratory’s Blue Binder along with other training records for safe laser use.
   Your laboratory PI must deliver laboratory-specific and device-specific instruction. The hands-on training provided by the lab Laser Supervisor is the most important. The PI or Laser Supervisor (LS) is responsible to ensure that the trainee has a good understanding of the
practices/precautions for safe use of the research laser. As with all aspects of laboratory safety, the PI is ultimately responsible to ensure their staff is properly trained. Please review the Laser Safety information and guideline on our website. This training is NOT comprehensive; it offers only the basics as a convenience for our research community and does NOT fulfill all laser safety training requirements. If you have questions about the course content, you may contact us at 734-647-5224.

b. Register here

4. BLS008w - REQUIRED Working Safely with Viral Vectors
   a. (1 Hr) This course is designed to provide a solid background in the research risks & Biosafety management aspects of modern gene transfer technology. The course emphasizes the practical application of rDNA techniques with clear explanations of lab practices required to reduce or eliminate exposure risks. Design of experimental procedures to ensure safety and standard procedures for handling potential spills and accidents are covered in-depth. This course is intended for new or entry-level lab personnel who plan to use viral vectors in vitro or in vivo, and who cannot demonstrate significant previous experience and expertise in the necessary aspects of biosafety and regulatory compliance. Training sessions are scheduled quarterly and limited seating is available. The training is provided by the UM Vector Core Laboratory and sanctioned by the Institutional Biosafety Committee (IBC) and the Department of Occupational Safety and Environmental Health (OSEH).
   b. Register here

5. BLS013w - ONLINE REQUIRED Autoclave Standard Operating Procedures
   a. (1 Hr) Autoclave training will cover a complete review of standard operating procedures for research autoclaves; including, basic knowledge of how an autoclave works, how to select a cycle, preparing packages for autoclaving, including what can and cannot be autoclaved, selecting primary and secondary containers, loading and unloading. Required documentation will be reviewed in addition to personal protective equipment, reporting problems, maintenance and upkeep. This course is a required course for all research autoclave users. The Michigan Medical Waste Regulatory Act (Part 138, Medical Waste Regulatory Act, of The Michigan Public Health Code, 1978 PA368) require that “Medical Waste,” defined as “(a) Cultures and stocks of infectious agents and associated biologicals, including laboratory waste, biological production wastes, discarded live and attenuated vaccines, culture dishes, and related devices, (b) Liquid human and animal waste, including blood and blood products and body fluids, but not including urine or materials stained with blood or body fluids, (c) Pathological waste, (d) Sharps, (e) Contaminated wastes from animals that have been exposed to agents infectious to humans, these being primarily research animals” be treated prior to final disposal in order to render the waste nonhazardous.
   b. Register here

6. BLS023w – REQUIRED Centrifuge Training
   a. (90 min) Centrifuge Training will cover the proper use and maintenance of a centrifuge and rotors.
   b. Register here

7. BLS025w - ONLINE REQUIRED General Laboratory Safety Training
   a. (240 min) All research laboratory personnel must successfully complete this course or an approved equivalent provided by OSEH. This course is designed to provide training on the topic of laboratory health and safety with additional focus on personal protective equipment. The
employee will be provided with general information necessary to work safely in a laboratory and understand applicable regulations, including an overview of employee rights and responsibilities. The primary regulations covered are: MIOSHA Part 431. Hazardous Work in Laboratories, MIOSHA R325.60001 Personal Protective Equipment. Additional topics related to working in laboratories are also covered including: hazardous waste management, electrical safety, understanding Material Safety Data Sheets (hazard communication), compressed gas cylinder safety, engineering controls, and standard operating procedures. This information is important for your safety and you must complete the entire training. Beyond this training, laboratory supervisors must provide employees with safety information/training that is laboratory-specific and focused on experimental materials & methods. If necessary for your research work, Bloodborne Pathogens safety training is covered in another course module.

b. Register here

8. BLS026w - ONLINE REQUIRED Hydrofluoric Acid Safety
   a. (1 Hr) This course will cover the U-M safety protocols for the safe use and handling of hydrofluoric acid and ammonium fluoride in the research laboratory. Special training is needed because these can cause systemic effects on the body which can lead to death. This training will cover symptoms of skin exposure, mechanism of action, tips for working with HF and NH4F, required personal protective equipment, what to do in case of exposure or spill.
   b. Register here

9. BLS032w - ONLINE REQUIRED NCRC Autoclave Safety Training
   a. (1 Hr) Autoclave training will cover a complete review of standard operating procedures for research autoclaves; including, basic knowledge of how an autoclave works, how to select a cycle, preparing packages for autoclaving, including what can and cannot be autoclaved, selecting primary and secondary containers, loading and unloading. Required documentation will be reviewed in addition to personal protective equipment, reporting problems, maintenance and upkeep. This is a required course for all NCRC research autoclave users.
   b. Register here

10. BLS101 - Biosafety and Bloodborne Pathogen Training
    a. (2 Hr) This training course is intended for U-M laboratory personnel who work in a lab that has a biological safety containment level of 2 (BSL-2), this includes those who may reasonably anticipate contact with human blood, blood products, tissues, fluids or other potentially infectious materials (OPIM) including human cell lines. Training includes: Risk groups & containment determination, BSL-2 policies and practices, MIOSHA BBP training, personal protective equipment, biosafety cabinets and aerosols. Procedures for the safe handling of sharps, waste, spills, as well as reporting for injuries and/or exposures are covered.
    b. Register here

11. BLS101w - ONLINE REQUIRED Bloodborne Pathogens Training
    a. (45 min) This on-line training course is required to be taken annually by U-M laboratory personnel who may reasonably anticipate contact with human blood, blood products, tissues, fluids or other potentially infectious materials (OPIM), including human cell lines during the performance of their duties. This training provides the initial training and an annual review of bloodborne pathogen exposure control principles, practices, and requirements in the Michigan
Occupational Safety and Health Act (MIOSHA) Bloodborne Infectious Diseases regulation (rules 325.70001 – 325.70018). In order to meet the annual training requirement you will be required to pass a Post-test with a score of at least 80%. If you have any questions about the content or materials please contact OSEH at 763-6973.

b. Register here

12. BLS109w - ONLINE REQUIRED MAXAIR Powered Air Purifying Respirator (PAPR) Training
   a. (1 Hr) The MAXAIR Powered Air Purifying Respirators optimize respiratory protection against airborne (aerosol and droplet) particulates. MAXAIR is an advanced respiratory protection system meeting all OSHA PAPR requirements for hospital infection control, emergency preparedness, ED, Employee Health and Safety, and aerosol generating procedures. The MAXAIR System facilitates compliance with its use due to the unique comfort and convenience advantages it offers the professional health care worker. This course covers equipment inspection, battery testing, airflow testing, filter replacement, and donning/doffing of Powered Air Purifying Respirators (PAPR). This course is required for all PAPR users and annual retraining is required.
   b. Register here

13. BLS110w – ONLINE REQUIRED 3M Powered Air Purifying Respirator (PAPR)
   a. (1 Hr) This course focuses on the functions of the 3M Breathe Easy Butyl Rubber Hood with Loose Fitting Powered Air Purifying Respirator (PAPR) and RBE57 Cartridge and the 3M Air-Mate Belt Mounted High Efficiency PAPR. We will be discussing how to configure and maintain your systems. This course will cover replacement parts, cleaning, and system assembly for this system. For more information on the 3M Breathe Easy PAPR, please call the 3M Technical Service Hotline at 1-800-243-4630.
   b. Register here

14. BLS204w - ONLINE REQUIRED Shipping Regulations forShipping Materials with Dry Ice
   a. (1Hr) Dry ice is a hazardous material and is regulated by both the U.S. Department of Transportation (DOT) and the International Air Transport Association (IATA). Specific procedures are required for handling, packaging, and shipping materials refrigerated with dry ice and this training must be documented and repeated every two years.
   b. Register here

15. BLS205w – Training for Receipt of Infectious Biological Materials and Dry Ice
   a. Individuals who receive and/or handle shipments containing infectious biological materials and dry ice are required to be trained in the recognition of hazardous materials, the precautions that should be taken when handling these items and what steps to take if there is a leak or problem with the package. This training is available in an on-line format and must be completed every two years.
   b. Register here
16. BLS206w – ONLINE REQUIRED Shipping Chemical Preservatives
   a. (20 min.) Biological specimens that contain chemical preservatives such as ethanol, formaldehyde or formalin are regulated as hazardous materials by both the U.S. Department of Transportation (DOT) and the International Air Transport Association (IATA). Hazardous materials are generally defined as any substance that could adversely affect the safety of the public, handlers or carriers during transportation. Shipments of hazardous materials must be packaged, marked and accompanied by a dangerous goods declaration. Certain hazardous materials are exempt from shipping requirements when shipped in small quantities. These materials may be shipped as “Dangerous Goods in Excepted Quantities” with an “Excepted Quantities” label instead of completion of a Dangerous Goods declaration.
   b. Register here

17. BLS208w - ONLINE REQUIRED - Regulations for Shipping Biologics - Infectious Substances Category A
   a. (1Hr) Shipments of certain biological materials are regulated domestically by the Department of Transportation (DOT) as well as the Federal Aviation Administration (FAA), and the International Air Transportation Association (IATA), if sent internationally. Specific Training is required for any University employee or student involved in packaging materials, preparing samples for shipping, handling such packages, preparing related paperwork, or signing to authorize shipments. Records of this training (certificates) must be maintained by each employee - by printing a copy of the certificate from My LINC. Following the completion of this training, University personnel can be qualified to prepare and ship packages containing, exempt specimens, genetically modified organisms (GMOs) and Category A Infectious Substances (UN 2814, UN2900). Information on shipping these materials with dry ice and chemical preservatives is also included in this training.
   b. Register here

18. BLS209w - ONLINE REQUIRED - Regulations for Shipping Biologics - Infectious Substances Category B
   a. (45 min) Shipments of certain biological materials are regulated domestically by the Department of Transportation (DOT) as well as the Federal Aviation Administration (FAA), and the International Air Transportation Association (IATA), if sent internationally. Any students or University employees involved in packaging materials, preparing samples for shipping, handling such packages, preparing related paperwork, or signing to authorize shipments must undergo specific training and maintain records of this training (i.e; by printing a copy of your training certificate from My LINC). Following the completion of this training, University personnel can be qualified to prepare and ship packages containing exempt specimens, genetically modified organisms (GMOs), and category B substances. Information on shipping these materials with dry ice and chemical preservatives is also included in this training.
   b. Register here

19. RSS006 - REQUIRED Radiation Safety Orientation
   a. To address the issue of training by State & Federal regulation, OSEH has implemented training for all individuals working in or frequenting radioactive material laboratories or facilities. The course must be completed within 60 days of starting work with radioactive materials or
supervising individuals who will work with radioactive materials. This training satisfies Nuclear Regulatory Commission (NRC) regulation 10 CFR 19.12 - Instruction to workers.

b. Register [here](http://www.oseh.umich.edu/)

20. RSS103w - ONLINE REQUIRED Radionuclide Users Annual Refresher Training

a. This is an online presentation of the OSEH Radiation Safety Service Annual Refresher Training. All active users of radioactive material need to review the material presented in the following slides and complete the assessment questions. Please contact OSEH Radiation Safety Service if you have questions at: 734-764-6200.

b. Register [here](http://www.oseh.umich.edu/)

21. IHS046w - ONLINE REQUIRED High Voltage Room Access for the Non-Electrician

a. This ½ hour course is required for personnel (non-electricians) who may need to enter High Voltage Rooms (unescorted) during their work duties. Occupations may include engineers, architects, custodial, maintenance, IT and fire safety personnel. The course will teach personnel to safely enter High Voltage Rooms to perform non-electrical tasks. This course meets MiOSHA Part 40, Electrical Safety Related Work Practices.

b. Register [here](http://www.oseh.umich.edu/)

22. IHS070w - ONLINE REQUIRED Machine Shop Safety

a. (1 Hr) Per OSEH's Machine Shop Safety for Academic Departments Guideline, all Machine Shop Responsible Persons ("Responsible Persons") as well as all designated Machine Shop Monitors ("Monitors") are required to successfully complete this training module. This is initial, one-time training, but re-training may be necessary if there is a change in job assignment, change in machine tool or equipment use, or additional jobs present new hazard(s) or should the Machine Shop Guideline change. OSEH may also recommend re-training based on the results of safety inspections or based on shop conditions or activities.

b. Register [here](http://www.oseh.umich.edu/)

23. IHS120w - ONLINE REQUIRED Housing Security Bloodborne Pathogen (BBP) Refresher

a. (1 Hr) This on-line training course is required to be taken annually by U-M Security personnel who may reasonably anticipate contact with human blood, blood products, tissues, fluids or other potentially infectious materials (OPIM) during the performance of their duties. This training provides the initial training and an annual review of bloodborne pathogen exposure control principles, practices, and requirements in the Michigan Occupational Safety and Health Act (MiOSHA) Bloodborne Infectious Diseases regulation (rules 325.70001 – 325.70018).

In order to meet the annual training requirement you will be required to pass a Post-test with a score of at least 80%. If you have any questions about the content or materials please contact OSEH at 647-1143.

Visit the OSEH website for additional safety information.
http://www.oseh.umich.edu/
24. IHS125w - ONLINE REQUIRED Bloodborne Pathogen Refresher for University Housing, Michigan Dining and University Unions
   a. (1 Hr) This on-line training course is required to be taken annually by University Housing Facilities, Michigan Dining and University Unions personnel who may reasonably anticipate contact with human blood, blood products, tissues, fluids or other potentially infection materials (OPIM). This training provides an annual review of bloodborne pathogen exposure control principles, practices, and requirements in the Michigan Occupational Safety and Health Act (MIOSHA) Bloodborne Infection Diseases regulation (Part 554).
   b. Register [here](#)

25. IHS126w - ONLINE REQUIRED Asbestos Awareness Refresher Training
   a. This ½ hour refresher course is required annually for maintenance and custodial personnel who may contact asbestos during their work duties. The course covers the uses and forms of asbestos, health effects of exposure, locations of asbestos containing building materials, how to recognize damaged, deteriorated and delaminated asbestos. This refresher course meets OSHA 29 Code of Federal Regulations (CFR) Part 1910.1001, Asbestos and MiOSHA Part 305, Asbestos for General Industry. The initial course is 2 hours in length and must be scheduled directly with OSEH IH&S staff (647-1142).
   b. Register [here](#)

26. OHS001w - ONLINE Material Handling Ergonomics
   a. (30 min) Material Handling for ITS Tech Repair is an electronic learning module that will address how back injuries can be avoided. This is a customized training designed to address the unique situations found in handling computer equipment and printers for delivery, pick up and installation.
   b. Register [here](#)

27. OHS102w – ONLINE REQUIRED Lead Awareness Training
   a. (45 min) This annual training course covers general lead awareness and associated hazards for Housing Facilities and Michigan Dining personnel. Please note that an annual refresher is required. This course covers topics related to the general awareness of lead containing materials and their associated hazards. The course fulfills the requirements of the Michigan Occupational Safety and Health Administration PART 310 and PART 603.
   b. Register [here](#)

28. OSCH005w – ONLINE Office Ergonomics for Computerized Work Stations
   a. This online office ergonomic training offers the viewer a practical step by step guide to adjusting a computerized work area to support the body in a neutral posture. This session covers adjustments to the chair, keyboard, mouse and monitor (height/distance). It is designed
so the viewer can make necessary adjustments to the workstation while reviewing the course, these adjustments will take approximately 10-15 minutes.

b. Register [here](#)

29. EPP106w – ONLINE REQUIRED Stormwater Pollution Prevention Plan (SWPPP) Training

a. (30 min) All operational personnel at applicable fleet maintenance and storage yards/facilities must complete this annual training or complete an approved equivalent. This course is designed to provide training on the components and goals of a Stormwater Pollution Prevention Plan (SWPPP). Applicable fleet maintenance and storage yards/facilities include: U-M Ann Arbor Waste Management, North Campus Facility Services, Fuller St. Grounds, Heavy & Light Equipment Garages, North Campus Grounds, Transportation Services on Kipke Drive and Baxter Road Fueling Station; U-M Flint Facilities and Operations Complex; and U-M Dearborn Grounds Building. The U-M NPDES permit, Stormwater Management Plan requires that SWPPPs be prepared for fleet maintenance and storage yards/facilities, and annual SWPPP training be completed for operational personnel.

b. Register [here](#)