

Training and Orientation Checklist for Food Engineering Research Groups

Trainee Instructions: Print Training History from the Percipio training website. Bring Percipio Compliance transcript, Responsible Conduct of Research certificate, completed safety orientation checklist, and this form to your supervisor for verification. After verification make two copies of the materials and give the original to the BSE main office, give one copy to your supervisor and keep the final copy for your records.

Supervisor Instructions: Complete the in-person Safety Orientation Checklist on site with the new individual and verify that required training has been completed and sign below. Keep a copy for your records.

Required training for all Food Engineering faculty, staff, students, volunteers, and visitors:

- [Safety Orientation Checklist](#) – this checklist is to be completed in-person with your supervisor (or their representative) at your work location AFTER successfully completing ALL of the required on-line courses.
- Required Courses contained in New Employee Journey
 - [Employee Rights & Responsibilities Under Executive Policy #15 \(formerly Discrimination, Sexual Harassment, Sexual Misconduct and Prevention\)](#)
 - [Ethics in Public Service: Executive Policy 45](#)
 - [Hazing Prevention](#)
 - [Title IX: Updates to Washington State University and Employee Responsibilities under Title IX](#)
 - [Minimizing Unconscious Bias and Microaggressions](#)
 - [WSU Incident Response Training](#)
 - [Security Awareness for End Users](#)
 - [Back Safety and Injury Prevention](#)
 - [Slips, Trips, and Falls](#)
 - [Emergency and Fire Preparedness](#)
 - [Portable Fire Extinguisher Safety](#)
 - [Personal Protective Equipment Fundamentals](#)
 - [Office Ergonomics](#)
 - [Asbestos Awareness](#)
- [University Laboratory Safety - Working Safely](#)

Laboratory safety training required for Food Engineering faculty, staff, students, volunteers, and visitors who are working in laboratories.

- [Autoclave Safety](#)
- [Biosafety Cabinets](#)
- [Fume Hood Safety](#)
- [Introduction to Biosafety](#)
- [Laboratory Compressed Gas Safety](#)
- [Ladder Safety](#)
- [Lockout Tagout](#)
- [PPE – Eye and Face Protection](#)
- [PPE – Hand Protection](#)
- [Recombinant DNA](#)
- [Risk Assessment](#)
- [Sharps Safety](#)
- [University Laboratory Safety – Analyzing Biological Hazards](#)
- [University Laboratory Safety – Analyzing Chemical Hazards](#)
- [University Laboratory Safety – Analyzing Developing and Using Controls](#)
- [University Laboratory Safety – Analyzing Physical Hazards](#)
- [Distracted Driving](#) (only required for those who will drive University vehicles)
- [Driver Safety](#) - (only required for those who will drive University vehicles)
- [Food Safety for Food Handlers](#) – (only required for those whose work will include handling food for consumption)

Office of Research Specific Training

- [Physical Science Responsible Conduct of Research Training](#) - This course is located in a different training system, follow the link to be redirected to the training. Be sure to save the training certificate.

Name of faculty, staff, student, or visitor: _____

Completion of training verified by: _____ Date: _____
Name of Supervisor