



Tarleton State  
University

*Risk Management & Safety*  
Box T-0830, Stephenville, Texas 76402  
Office 254/968-9237 Fax 254/968-9658

## MEMORANDUM

January 18, 2012

To: Dr. George Mollick – Engineering Tech.  
Dr. Rudy Tarpley – AS&D  
Dr. Leroy Bruce – Animal Sciences  
Dr. Hennen Cummings – Environmental & Agricultural Management  
Dr. John Calahan – Biological Sciences  
Dr. Beth Rinard – Chemistry & Geosciences  
Dr. Teresa Davidian – Fine Arts and Communications  
Dr. Daniel Marble – Physics  
Dr. Elaine Evans – Nursing  
Dr. Sally Lewis – Clinical Lab Sciences  
Mr. Dan Hunter - TIAER

From: Mr. Kent Styron *WMS*

Subject: Spring 2012 Mandatory Safety Training

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Please review the following safety training requirements which are mandatory each semester and distribute the attached laboratory information.

Training in the following subject is required for individuals who may have a risk of exposure.

### **Laboratory Safety Training**

All persons involved in laboratory activities including instructors, student assistants, and students are required to complete training before any activities commence. This includes all lab classes each new semester.

Training can be completed within the lab or online at the following link:

<http://www.tarleton.edu/safety/training/index.html>. Click on On-line training then select the training you wish to complete.

Please convey to your instructors the importance of this training and the documentation thereof. Records will be audited by the Department of Risk Management & Safety and potentially by the TAMUS Audit Group.

To better assist Risk Management & Safety in compiling accurate information for lab safety training compliance please use the attached **revised forms as well as submitting a copy of your class roster**. The Lab Safety Training Sign-in Sheet must be completely filled out by the person

who is providing the training. Please submit all Lab Safety forms documenting completed training to our office by March 19, 2012.

You must provide the date the first lab was held and the date the student received the training. This information was deemed important by the TAMUS Audit Group during our most recent audit, and insures the student receives the required training early in the semester.

Please return the attached form listing labs where lab safety training may not be applicable for further assessment by the Office of Risk Management & Safety.

These forms can also be found on our website at  
<http://www.tarleton.edu/safety/forms/LabSafetyPacketSpring2012.pdf>.

Your help in completing these requirements will be much appreciated.

**If you have any questions or additional information is needed please contact me at x9898.**

KS/cj

Enclosures

Copy: Dr. Karen Murray w/enclosures  
Dr. Don Cawthon w/enclosures  
Dr. James Pierce w/enclosures  
Ms. Kelli Styron w/enclosures  
Mr. Jerry Graham w/enclosures



TARLETON STATE UNIVERSITY  
RISK MANAGEMENT & SAFETY  
BOX T-0830  
254-968-9237

FIRST DATE LAB HELD: \_\_\_\_\_ DATE TRAINING HELD: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ COURSE #: \_\_\_\_\_ SECTION: \_\_\_\_\_

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