

## MEMORANDUM

September 9, 2009

To:

From: Mr. Kent Styron

Subject: Mandatory Safety Training

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Please review the following safety training requirements that are mandatory each semester and distribute the attached laboratory audit review within your department as applicable. Also, forms for lab safety training and an example are enclosed for use by your instructors.

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

1. Hazard Communication (HazCom) Training  
All employees (including student workers) are required to review annually. New Employees must have training prior to beginning work.
2. Bloodborne Pathogen Training  
All employees (including student workers) are required to review annually. New Employees must have training prior to beginning work.
3. Laboratory Safety Training  
All persons involved in laboratory activities including instructors, student assistants, and students are required to review procedures before any activities commence. This includes all lab classes each new semester.

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 (very likely) by the TAMUS Audit Group.

To better assist us in compiling accurate information for lab safety training compliance please use the attached forms as well as submitting a copy of your class roster.

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.

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/cb



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

DATE: \_\_\_\_\_

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

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

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