

### ANSC STUDENT EMPLOYMENT TRAINING SHEET

#### Animal Unit Employees Required Training

Students should discuss this form with their barn manager and then complete trainings below and provide documentation of their completion to their Barn Manager/ANSC Compliance Officer. Additional details can be found on the ANSC Compliance Corner Website.

<http://animalscience.uconn.edu/compliance/compliancecorner.php>

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Barn Manager Name: \_\_\_\_\_

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#### **IACUC Training** (retraining required annually) <http://research.uconn.edu/iacuc/iacuc-training/>

- Initial training must be completed **in-person (if unable to attend a session prior to your start date please contact the compliance coordinator)**
    - Date: \_\_\_\_\_
    - Confirmed by ANSC Compliance Officer: \_\_\_\_\_
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#### **EHS Training Modules** (complete once, then as needed if job description changes) <http://www.ehs.uconn.edu/index.php>

- Sign up through Environmental Health and Safety (EHS) website for the following courses if you want to take them on line. Courses may also be in class through EHS or in-person with the ANSC Compliance Officer
    1. *Hazard Communication* Completion Date: \_\_\_\_\_
    2. *Voluntary Use of Respirator* Completion Date: \_\_\_\_\_
    3. *Personal Protective Equipment* Completion Date: \_\_\_\_\_
    4. *Biological Safety Considerations in Farm Animal Research & Production* Completion Date: \_\_\_\_\_
  - All four EHS courses completed.
    - Date: \_\_\_\_\_
    - Confirmed by ANSC Compliance Officer: \_\_\_\_\_
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#### **Employee Safety Orientation (ESO)** <http://www.ehs.uconn.edu/forms/ESO.pdf>

- Date: \_\_\_\_\_

- Completed and Reviewed by ANSC Compliance Officer: \_\_\_\_\_

## Animal Handler Forms

<http://www.ehs.uconn.edu/Biological/ahforms.pdf>

- Form **A** Student should complete and submit to ANSC Compliance Officer (complete annually)
- Completion Date: \_\_\_\_\_ ( original mailed to EHS U-4097 by ANSC Compliance officer)
- Form **B** (not required but recommended, resubmit if job duties change significantly) Student should complete and submit form directly to **SHS U-2011 Attn: Dr. Sternberg** due to confidentiality.

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## Workplace specific training and forms (complete once, then as needed if job description changes)

- Once IACUC and EHS Training Modules have been completed contact your prospective Barn Manager to complete your workplace specific training with them:
  - Horse Barn – John Bennett, Horse Unit Manager @ (860) 486-2034
  - Livestock & Poultry Barns – Mary Margaret Cole, Executive Director @ (860) 486-2023
- *Workplace Hazard Assessment (WHA)*
- *PPE/MSDS locations in barn units*
  - Date: \_\_\_\_\_
  - Reviewed by Barn Manager: \_\_\_\_\_

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## To be completed by Barn Manager/ANSC Compliance Officer:

I certify that \_\_\_\_\_ has completed all trainings listed above. I have reviewed all appropriate documentation of EHS, IACUC, and workplace specific trainings.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Hiring Forms

Once this form is signed by your Barn Manager certifying that you have completed all trainings, bring to the ANSC Main Office, Room 107, George White Building.

### For Main Office Use Only

Date Received: \_\_\_\_\_

Date Scanned and Saved: \_\_\_\_\_

Date Original Returned to Manager for File: \_\_\_\_\_

Revised 2-16-16

employment/hiring documents