



**UNIVERSITY OF
CAMBRIDGE**

DEPARTMENT OF ONCOLOGY

Personal Safety Training Record

Please use this document to record any relevant safety documentation, safe-operating procedures (SOPs) or risk assessments for your work which you have read or training which you have received. This document will also assist your supervisor or Head of Group to ensure that all their staff and students have received the necessary instruction and training to enable them to work safely.

Employee/Student Name	Group Leader	Date Work Commenced

<u>Technique / Area</u>	Received and read (signature)	Received relevant training (signature)	Date and nature of training	Supervisor's signature
General Issues	<i>Where not applicable enter N/A</i>	<i>Where not applicable enter N/A</i>	<i>e.g. University course/personal supervision/other</i>	
Safety Manual, Department Safety Policy and Statement of Safety Organisation				
First Aid arrangements				
Reporting accidents and incidents				
Fire and security procedures				
Expectant mother policy				
Electrical safety, including inspection and testing				
Lone and out of hours working				
Use of ladders				
Use of computers, display screen equipment and posture				
Manual handling				
Laboratory Safety				
Waste disposal routes				
Selection and use of PPE				
Handling and spillages of chemicals				
Use of fume cupboards				

<u>Technique / Area</u>	Received and read (signature)	Received relevant training (signature)	Date and nature of training	Supervisor's signature
Carcinogens				
Toxins, poisons and controlled drugs				
Use of microbiological safety cabinets				
Dangerous pathogens				
Genetically modified (GM) organisms				
Use of animals (state Module of Home Office Training attended)				
Disinfection and fumigation				
Phlebotomy				
Gel electrophoresis				
Use of centrifuges				
Use of autoclaves				
Liquid nitrogen and other cryogenes				
Compressed gasses and gas cylinders				
Vacuum and pressure equipment				
Machine tools				
Radiation	<i>See Laser Officer or Radiation Protection Supervisor for Local Rules</i>			
Lasers				
Sealed radioisotopes				
Un-sealed radioisotopes				
X-ray equipment				
Ultraviolet sources				
NMR				
Other Techniques				

Please keep this form for your records, and submit an annual photocopy to your Group Leader/Academic Supervisor and Departmental Safety Officer.

Guidance on using the Personal Safety Training Record

What safety training is required?

The Management of Health and Safety at Work Regulations require the University to provide adequate health and safety training on induction, when there is exposure to new or increased risks and to repeat the training periodically where appropriate.

Members of the University are required to attend any health and safety training which the University or their institution decides is needed to enable them to become competent in the health and safety aspects of their work.

Who should use the Record?

- ◆ *The Personal Safety Training Record is primarily intended for those who work in laboratories, workshops or similar areas where practical work is undertaken.*
- ◆ *It is intended for staff, including maintenance staff, office staff, assistant staff, academic and academic related staff as appropriate, long term visitors and students.*
- ◆ *Departments may also wish to extend the use to those whose work may take them into such areas.*
- ◆ *The Induction Checklist issued by the Personnel Division can be used for those whose work does not involve a wide range of safety issues.*

What is the function of the Record?

It is intended as a record of safety training, instruction and information that has been received by an individual both initially on starting the work and subsequently.

- ◆ *The holder can use it to identify any shortfalls in safety training, instruction and information if they are asked to carry out new work.*
- ◆ *It can be used during appraisals when considering training needs for staff development.*
- ◆ *The holder can also use it if they do similar work in a different department as evidence that they have already received training and instruction, but they must also be familiar with any local rules or procedures.*
- ◆ *It may also be acceptable to future employers as evidence of safety training.*
- ◆ *The Group Leader/Academic Supervisor can use the Record to ensure that everyone who they supervise has received the necessary training and instruction to work safely.*
- ◆ *Departments should include the Record as part of their training records system.*

What to do with the Record

- ◆ *The individual keeps the original of the Personal Safety Training Record.*
- ◆ *After initial training, instruction and information has been provided and recorded, a copy of the document should be given to the Group Leader/Academic Supervisor.*
- ◆ *Further training and instruction should be recorded on the Record.*
- ◆ *When the individual leaves the department, a copy of the Record must go to whoever keeps the training records; this may be the Departmental Safety Officer, the Departmental Administrator, the Staff Development Co-ordinator or another person.*

How to adapt the record

The Record is available as a Word document.

- ◆ *The first section, General issues, is common to all departments.*
- ◆ *The subsequent sections can be adapted to suit the work carried out in a particular department.*
- ◆ *The hard copy of the Record should be provided in a durable format.*