

**MAINTENANCE SUPPORT WORKERS
NEW EMPLOYEE TRAINING**

NAME _____ **BEGIN DATE** _____

During the first two weeks of employment, new employees should be introduced to & receive training in the work-related tasks listed below. Some of these tasks have written SOPs that should be reviewed at this time. The employee should initial & date at the completion of the review of each task. When the checklist is completed, your supervisor must sign & date at the bottom & submit the completed form to the Administrative Office.

| TASK | SOPS (if applicable) | INITIAL & DATE |
|--|--|-------------------------------|
| CAGE WASH | Instruction + 1001.1, 1003.1, 1004.4, 1005.2 | |
| HOUSEKEEPING | Instruction | |
| CHEMICAL USE & SAFETY, MSDS, REAGENT LABELING, HAZARD COMMUNICATION | Instruction + 011.5, 901.1, 906.1, 1001.1, 1003.1 | |
| OPERATION OF CAGE WASH MACHINES & REPORTING OPERATING PROBLEMS | Instruction + equipment manual | |
| OPERATION OF FLOOR WASH MACHINE | Instruction + equipment manual | |
| STERILIZATION, AUTOCLAVES | Instruction + 1002.4, 1006.1, 1007.4, 1118.3, 1120.1, 1121.1, 1132, 1133, 1134 | |
| PREVENTIVE MAINTENANCE OF CAGING INVENTORY | Instruction | |
| PREVENTIVE MAINTENANCE OF CAGE WASH MACHINES | Instruction | |
| PREVENTIVE MAINTENANCE OF FLOOR WASH MACHINE | Instruction | |
| HEALTH/ SAFETY, CARE & USE OF PPE, REPORTING INJURIES | Instruction + 903, 904, 905.3, 907, 1008.2 | |
| PEST CONTROL | 004.2 | |
| SHARPS/ BIOHAZARD WASTE | Instruction + 902.1, 904 | |
| REPORTING ENVIRONMENTAL CONCERNS & MAINTENANCE PROBLEMS IN WASH AREA | Instruction | |
| IACUC POLICIES | Instruction | |
| EMPLOYEE ORIENTATION & TRAINING | Instruction + 013.2 | |
| VEHICLE CARE & MAINTENANCE | 1122.1 | |
| AALAS CERTIFICATION TRAINING | Instruction + materials | |

SUPERVISOR SIGNATURE

DATE