

UVM Risk Management & Safety
Orientation/Training Checklist for CALS Research and Education Centers
~ Required for All Personnel working at MREC, HREC, PMRC, MHF, Nordic ~

Name: _____ Circle One: Student (CREAM) / UVM Employee / Researcher / Intern / Work Study

Date Checklist Started: _____ Date Checklist Completed: _____

Trainer Name: _____ Supervisor: _____

A careful review of all items on this checklist is required for the orientation of new personnel working at CALS Research and Education Centers (RECs). This document is also a useful reference for all faculty, staff, and students. Please keep a printed copy of this checklist posted as a general notice at all RECs.

I. General Farm Safety

- ☐ Review the UVM Farm Safety website: <https://www.uvm.edu/safety/field-and-farm-work-safety>
- ☐ Complete required farm safety trainings: Start by reviewing resources at this site:
<https://www.uvm.edu/safety/powered-industrial-trucks-tractors-and-other-equipment>
Complete Online Trainings at this site: <https://brightspace.uvm.edu/d2l/login>, the training can be discovered in BrightSpace under non-credit courses.
 - ☐ General Farm Safety Training on-line
 - ☐ Farm Equipment on-line and in-person trainings
 - ☐ Utility vehicle on-line and in-person trainings
 - ☐ Trailer towing on-line and in-person trainingsShop Safety Online Trainings:
 - ☐ Hand and Power Tools
 - ☐ Machine Guarding Quiz
- ☐ Tool and Equipment Safety:
 - ☐ Chainsaw use requires hands-on training by approved staff and enrollment in certification course
 - ☐ Chainsaw safety quick tips: https://www.osha.gov/sites/default/files/publications/chain_saw_safety.pdf
- ☐ Review how to report a NON-emergency/critical service to Service Operations Support (SOS) 802-656-2560
<https://www.uvm.edu/riskmanagement/incident-claim-reporting-procedures>
 - ☐ reporting injuries of UVM employees
 - ☐ reporting injuries of UVM students and non-affiliates
 - ☐ reporting accidents involving a UVM-owned vehicle
 - ☐ reporting of concerns, near misses or other incidents
- ☐ Review of Title IX and related policies: <https://www.uvm.edu/equal-opportunity/title-9-sexual-misconduct>
 - ☐ Discrimination, Harassment, and Sexual Misconduct: <https://www.uvm.edu/policies/discrimination-harassment-and-sexual-misconduct-policy>
 - ☐ Amorous relations with students: <https://www.uvm.edu/policies/amorous-relationships-students>
- ☐ For a complete review of all standing UVM policies go to: <https://www.uvm.edu/policies/z-policy-index>
- ☐ Review the contents of your Program's Safety Notebook (CREAM, Horse Co-op or Farmer Training):
 - ☐ Review the Self-Inspection Checklist (a monthly inspection is required to be conducted and documented)
 - ☐ Review Working Alone Procedures.
 - ☐ Review any farm-specific Standard Operating Procedures (SOPs) that apply to you

II. Fire Safety and Emergency Response (<https://www.uvm.edu/emergency/fire-and-life-safety>)

- ☐ Please familiarize yourself with the layout of your CALS REC facility and locate all safety equipment: Fire extinguishers, manual pull alarms, exits, PPE, Eyewashes, Chemical Spill Kit, LiveSafe App (UVM CATSafe), Land-line telephones, etc.)
 - ☐ MREC
 - ☐ PMRC
 - ☐ MHF
 - ☐ HREC
 - ☐ Nordic

- ☐ Review facility-specific emergency protocols: Note:
 - ☐ MREC (500 Spear Street, SOUTH Burlington VT 05403)
 - ☐ PMRC (364 Marvin Taylor Rd, Underhill VT 05489)
 - ☐ HREC (65 Green Mountain Dr, South Burlington VT 05403)
 - ☐ MHF (74 Battell Drive, Weybridge, VT 05753)
 - ☐ Nordic Farm (1211 Ethan Allen Hwy, Charlotte, VT 05445)
- ☐ Review general UVM emergency response protocols: <https://www.uvm.edu/safety/laboratory-emergency-response>
 - ☐ Review where Safety Data Sheets (SDSs) are stored and accessed.
- ☐ Complete online Fire Safety Training: <https://brightspace.uvm.edu/d2l/le/discovery/view/course/152844>
- ☐ Sign up with your Advisor/Supervisor for Fire Extinguisher training: offered each semester to CREAM/MREC

II. Chemical Safety (<https://www.uvm.edu/safety/chemical-safety>)

- ☐ Identify and understand hazards of chemicals with which you will be working, handling or managing waste.
- ☐ If farm workers also perform work in an associated lab on-site or on campus will complete trainings as described below.
- ☐ Read SDS and Chemical Use Planning Forms. and ensure: Understand signs, symptoms, and “routes of entry” of materials with which you may be working.
 - (for ‘consumer chemicals’ commonly used on the farms, like spray lubricants, paint, cleaning products, please follow the directions and safety warnings on the labels and dispose of as directed on can.)
- ☐ Understand which controls apply to **your activities** to minimize a potential exposure to chemical vapors or dust
 - ☐ Engineering Controls: Proper Ventilation. See: <https://www.uvm.edu/safety/chemical-safety>
 - ☐ Administrative Controls: Document using written procedures for specific activities. Review annually and update.
 - ☐ Personal Protective Equipment* (PPE): coveralls, nitrile gloves, eye and face protection. *Leave at farm daily.*
 - ☐ Respiratory Protection: Contact ohso@uvm.edu if you think you need to wear ANY type of respirator.
- *See: <https://www.uvm.edu/safety/personal-protection-equipment>*
- ☐ Review proper labeling, segregation and storage for all chemicals used in your farm area.
- ☐ Review proper disposal procedures for other regulated wastes: broken glass, assorted batteries, light bulbs, ballasts, oil, oily rags. <https://www.uvm.edu/safety/waste-disposal-and-management>

III. Biosafety and Bloodborne Pathogens (<https://www.uvm.edu/safety/biological-safety>)

This section for personnel at MREC, MHF only:

- ☐ Review hazards of biological materials and the potential for a zoonotic disease: umash.umn.edu/portfolio/surveillance-for-zoonotic-diseases-in-agricultural-workers-in-minnesota/
- ☐ Review signs and symptoms associated with exposure to antibiotics, zoonotic diseases and procedures for reporting any suspect farm-acquired infection.
- ☐ Understand how to use the proper controls to minimize any potential biological or zoonotic exposure.
- ☐ Review proper labeling and storage for medicines and/or biological materials used on the farm.
- ☐ Review procedure for storage and disposal of biohazardous waste, sharps containers, etc .
- ☐ Review Chemsources procedure for ordering sharps containers or other safety supplies: uvm.edu/riskmanagement/purchase-chemicals/supplies

IV. Occupational Hazards

- ☐ Review hazards of farm work environments: <https://www.uvm.edu/safety/working-heights-and-fall-protection>
- ☐ National Center for Farmworker Health factsheet: <https://www.ncfh.org/wp-content/uploads/2025/04/fs-occ-health-2018-1.pdf>
- Online trainings: <https://brightspace.uvm.edu/d2l/login>
 - ☐ Disposable Respirator Training
 - ☐ Working at Heights
- ☐ Working in Woodlots: <https://njaes.rutgers.edu/FS593/>

I understand that this checklist is intended as a general safety-training guide for working at the Miller Research and Education Complex; it is not a comprehensive list of all the safety training that may be needed for me to be safe from all hazards.

Signature: _____ Date Completed: _____ Revised 05/2024

SAFETY TRAINING REQUIREMENTS

Training requirement details can be found: <https://www.uvm.edu/safety/lab-safety-training>
 Login to training through SciShield, navigate to training, and click on course directory: <https://uvm.scishield.com/>

Safety CHaMPS(on-line in SciShield)	Farm personnel	before working in a farm associated lab	once or as directed by supervisor
Farm Safety Training (BrightSpace)	All farm personnel	before working on a farm	once or as directed by supervisor
Lab Safe Lab Ready (in-person, signup through SciShield)	All farm personnel	within 3 months of starting work in a UVM facility	once or as directed by supervisor
Laboratory Chemical Waste Disposal (online, to be posted on SciShield)	All farm personnel	before working in lab/farm	once or as directed by supervisor

Annual Refresher Training 2026 (online in SciShield)	All lab personnel unless they have taken basic lab safety in this calendar year.	One year after starting work in lab	Annually
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CITI Animal Handling trainings: I believe there are trainings specifically to working around Large animals and cows and goats specifically. IACUC may also require specific trainings be completed. <https://www.uvm.edu/rpo/citi-program-training>

Biowaste Management Procedures (online in SciShield)	Any personnel using/managing the collection of biological waste	once or as directed by supervisor
Fire Safety Training (online in BrightSpace)	Pre-requisite for (hands on) Fire Extinguisher Training	as directed by supervisor
Fire Extinguisher Hands-on Training (In person, scheduled at end of online training in BrightSpace)	Recommended for everyone.	as directed by supervisor

Injury Protocol and Reporting website should be reviewed: <https://www.uvm.edu/riskmanagement/incident-claim-reporting-procedures>

Driver Training: <https://www.uvm.edu/riskmanagement/driver-safety-training-become-authorized-driver>

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