



Exhibits and Digital Media Department Training Checklist

Last Name _____ **First Name** _____ **M.I.** _____

University of Alaska ID Number _____ **or** **UAF Visitor Courtesy Card Number** _____

Review the following documents:

Document	Date Completed	Document	Date Completed
Department Operations and Procedures [%]		Workshop Safety Manual [#]	
Object Handling Procedures [#]			

[%]This document is located in the Exhibits and Digital Media Department's Graphics Lab. If you are unable to locate this document, request it from your supervisor.

[#]These documents can be found here: www.uaf.edu/museum/staff-information/museum-policies

Complete the following training modules:

Training Module	Date Completed	Training Module	Date Completed
New Employee Onboarding and Benefits Orientation [*]		FERPA Training [^]	
Employee Safety Orientation		Office Safety	
Slips, Trips, and Falls		Title IX/Sexual Misconduct	
Protection of Minors – Awareness		Protection of Minors - Policy and Reporting Procedure	
Hazard Communication Training GHS		Hazardous Waste Management	
Museum Emergency Action Plan			

^{*}This training is only required for those employees that will receive employee benefits.

[^]This training is only required for employees. Volunteers are not required to take this training.

The above trainings can be found here: www.uaf.edu/museum/staff-information/training/uaf-required-training

Task Specific Training

Your Supervisor and/or Operations Manager may assign task specific trainings as needed. Listed below are some task specific trainings you may be required to complete.

Training Module	Date Completed	Training Module	Date Completed
Ladder Safety		Knife Safety	
Hot Glue Gun Safety		Hazardous Materials Shipping Awareness Training	
Working with Hand Tools or Power Tools		Understanding Safety Data Sheets	



Training Module	Date Completed	Training Module	Date Completed
Laboratory Safety for Non-Laboratory Personnel		Working with Mobile Scaffolding	

The above trainings (continued from page 1) can be found here: www.uaf.edu/museum/staff-information/training/task-specific-training

Genie Mobile Lift Training

Mobile Lift	Date Completed	Mobile Lift	Date Completed
Genie GS-3232 Mobile Lift		Genie DPL-35S Mobile Lift	
Genie DPL-35S Mobile Lift Training – Passenger Orientation			

The above trainings are available by contacting the Exhibits and Digital Media Department Chief Preparator.

Loading Dock and Freight Elevator

Training Module	Date Completed	Training Module	Date Completed
Freight Elevator		Loading Dock	

The above trainings are available by contacting the Exhibits and Digital Media Department Chief Preparator or Operations.

Tools and Equipment

Tool or Equipment	Date Completed	Tool or Equipment	Date Completed
PPE Locations		Buffer – Bench Mounted	
Drill Press – 6 Plus 6 15”		Sander – 1” Belt/8” Disc	
Sander – 6” Belt/6” Disc		Saw – 10” Miter Saw	
Saw – 10” Table Saw		Saw – 14” Band Saw	
Saw – Circular and Panel		Jigsaw and Swivel-head saw	
Router		Drill	
Drill – Foredom		Sander, portable belt, orbit	
Heat Gun, Strip Heater, Oven		Soldering Tools	
Pneumatic Stapler, nailer		Plate Joiner	

The above trainings are available by contacting the Exhibits and Digital Media Department Chief Preparator.

Signature

Date

With the exception of the items listed under “Review the following documents”, please forward all training completion emails and/or computer screenshots, showing training completion, to ua-museum-operations@alaska.edu for verification.

Department Head Signature

Date