



## **Non-Lab Employee Training Checklist**

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<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
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**University of Alaska ID Number**

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**Museum Department**

### **Complete the following training modules:**

<b>Training Module</b>	<b>Date Completed</b>	<b>Training Module</b>	<b>Date Completed</b>
New Employee Onboarding and Benefits Orientation <sup>1</sup>		Behavior Based Safety	
Workplace Harassment Prevention		Title IX <sup>2</sup>	
Employee Safety Orientation		Slips, Trips and Falls	
Protection of Minors <sup>3</sup>		FERPA <sup>2,4</sup>	
Museum Emergency Action Plan <sup>2</sup>			

<sup>1</sup>This training is only required for those employees that will receive employee benefits.

<sup>2</sup>This training must be retaken annually.

<sup>3</sup>This training must be retaken annually by those employees that are defined as an Authorized Adult by the University of Alaska Fairbanks Protection of Minors Policy.

<sup>4</sup>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](http://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.

<b>Training Module</b>	<b>Date Completed</b>	<b>Training Module</b>	<b>Date Completed</b>
Ladder Safety		Knife Safety	
Hot Glue Gun Safety			

The above trainings can be found here: [www.uaf.edu/museum/staff-information/training/task-specific-training.php](http://www.uaf.edu/museum/staff-information/training/task-specific-training.php)

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**Signature**

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**Date**

Please forward all training completion emails and/or computer screenshots showing training completion to [ua-museum-operations@alaska.edu](mailto:ua-museum-operations@alaska.edu) for verification.

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**Department Head Signature**

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**Date**