

**MASTER Training Checklist for Greenhouse Staff**

Employee Name: \_\_\_\_\_

Note: students are employees of the greenhouses

Who should receive the training is indicated by an X

All trainings can be reviewed and updated as needed

All annual & triennial trainings are required trainings. *Particular regulatory requirements will be discussed at the time of trainings.*

Plan Date: \_\_\_\_\_

\* At least one of Annual Greenhouse or Pesticide Applicator Update are required for pesticide technicians and applicators (though you may attend both for credits)

\* Training listed for recipients "w/Specialties" includes a task not all employees may encounter, such as applying pesticides or doing advanced electrical work

\* Training provided by "Designated trainer" is provided by someone with practical knowledge of the subject as designated by the supervisor

Training	Training	Provided By/	Web link	Date	Training	Training Recipient		
	Category	Location				Completed	Frequency	New Hire
<i>Example Training Entry</i>	<i>Best Practices</i>	<i>Manager</i>	<i>http://www.cornell.edu/</i>	<i>7-Dec-18</i>	<i>one time</i>	X	X	
Asbestos Awareness	Safety	CUL EHS 2384	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		annually	X	X	
Aerial Lift Operation (whitewash application)	Safety	arrange through EHS	Contact Cornell EHS		annually			X
Hearing Conservation Awareness	Safety	CUL EHS 2407	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		annually	X	X	
Hot Work, Welding & Cutting Safety	Safety	CUL EHS 2398	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		annually			X
Greenhouse Boots Change-Out	Safety	CALS OEH	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		annually	X	X	
SHEM- Universal Waste Lamp/Broken Bulb Handling & Recycling Training Checklist	Best Practices	CALS OEH	<a href="https://oeh.cals.cornell.edu/greenhouses/housekeeping-recycling-composting/">https://oeh.cals.cornell.edu/greenhouses/housekeeping-recycling-composting/</a>		annually		X	
Annual Greenhouse Update	Regulatory Requirement	CALS OEH	<a href="https://oeh.cals.cornell.edu/training-workshops/">https://oeh.cals.cornell.edu/training-workshops/</a>		annually*			X
Annual Pesticide Applicator Update	Regulatory Requirement	CALS OEH	<a href="https://oeh.cals.cornell.edu/training-workshops/">https://oeh.cals.cornell.edu/training-workshops/</a>		annually*			X
Respiratory Protection Training (classroom or online)	Regulatory Requirement	CUL EHS 2381	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		annually	X		X
Respiratory Protection Fit Test	Regulatory Requirement	CUL EHS 2385	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		annually	X		X
Training Requirements for Workers/Handlers: Federal Worker Protection Standard	Regulatory Requirement	CALS OEH	<a href="https://oeh.cals.cornell.edu/training-workshops/">https://oeh.cals.cornell.edu/training-workshops/</a>		annually	X	X	Non-Pesticide applicators/ technicians
Cornell Campus Greenhouse Thermal Weed Management	Safety	CALS OEH, SHEM	Not on web, contact OEH Office		triennial			X
Electrical Safety (Basic)	Safety	CUL EHS 4336	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		triennial	X	X	

Safety, Health Environmental Management (SHEM) for Cornell Greenhouses

Training	Training	Provided By/	Web link	Date	Training	Training Recipient		
	Category	Location				Completed	Frequency	New Hire
Forklift Operator Safety	Regulatory Requirement	CUL EHS 2391, 2377, 2378	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		every 5 years			X
Forklift Operator Safety Refresher	Regulatory Requirement	EHS			triennial			X
Greenhouse Ergonomics	Best Practices	CALS OEH	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		triennial or as needed		X	
Dust Mask "Respirator Voluntary Use Sign Off"	Regulatory Requirement	CUL EHS 2386	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>			Required pesticide)	before use of	voluntary (non-a dust mask
Wastewater Discharge Point Signage Training	Regulatory Requirement	SHEM	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		one time	X	X	
Hazard Communication	Regulatory Requirement	CUL EHS 2343	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		one time	X	X	
Pesticide Applicator Certification Training	Regulatory Requirement	CALS OEH, see director	<a href="https://oeh.cals.cornell.edu/">https://oeh.cals.cornell.edu/</a>		one time			X
Basic Greenhouse First Aid Kit Training	Safety	SHEM	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		one time	X	X	
In-Depth Greenhouse First Aid Kit Training	Safety	SHEM	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		one time			X
New Employee Health and Safety Basics	Safety	CUL EHS 2655	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		one time	X	X	
New Employee Safety Orientation Checklist	Safety	CALS OEH Website	<a href="https://oeh.cals.cornell.edu/health-safety/">https://oeh.cals.cornell.edu/health-safety/</a>		one time	X	X	
Autoclave Training	Safety	manager			one time		X	
Electrical Safety (Advanced)	Safety	CUL EHS 4340C	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		one time			X
Heat Stress	Safety	CALS OEH	<a href="https://oeh.cals.cornell.edu/health-safety/">https://oeh.cals.cornell.edu/health-safety/</a>		one time	X	X	
Ladder Safety, Walking & Working Surfaces	Safety	CUL EHS 3015	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		one time	X	X	
Tool and Machine Safety	Safety	EHS OSH tool and machine safety toolbox	<a href="https://sp.ehs.cornell.edu/osh/occupational-safety/tool-and-machine-safety/">https://sp.ehs.cornell.edu/osh/occupational-safety/tool-and-machine-safety/</a>		one time	X	X	
Personal Protective Equipment	Safety	CUL EHS 2347	<a href="https://culearn.cornell.edu/">https://culearn.cornell.edu/</a>		one time	X	X	
Machine Shop Safety	Safety	EHS OSH tool and machine safety toolbox	<a href="https://sp.ehs.cornell.edu/osh/occupational-safety/tool-and-machine-safety/">https://sp.ehs.cornell.edu/osh/occupational-safety/tool-and-machine-safety/</a>		one time			X
Soil Mixer Safety Training	Safety	Designated trainer*			one time	X		X

Safety, Health Environmental Management (SHEM) for Cornell Greenhouses

Training	Training	Provided By/	Web link	Date	Training Frequency	Training Recipient		
	Category	Location		Completed		New Hire	All	w/ Specialties*
Environmental Awareness Training	Best Practices	CALS OEH	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		one time	X	X	
BMP/SHEM Awareness Training	Best Practices	Designated trainer*			one time	X	X	
Watering Practices	Best Practices	Designated trainer*			one time	X	X	
Nutrient Management Training	Best Practices	Designated trainer*			one time			X
Recycling & Compost Training	Best Practices	Designated trainer*			one time	X		X
Housekeeping Training	Best Practices	Designated trainer*			one time	X	X	
SHEM Weed Control Training Checklist	Best Practices	Designated trainer*	<a href="https://oeh.cals.cornell.edu/greenhouses/shem/">https://oeh.cals.cornell.edu/greenhouses/shem/</a>		one time	X		X
Greenhouse Weekend Worker Training Checklist	Best Practices	Designated trainer*			one time	X	X	
EH&S- Proper Management of Fluorescent Bulbs (See above "SHEM- Universal Waste Lamp... Checklist")	Best Practices	CALS OEH Website	<a href="https://oeh.cals.cornell.edu/greenhouses/housekeeping-recycling-composting/">https://oeh.cals.cornell.edu/greenhouses/housekeeping-recycling-composting/</a>		one time		X	
Hearing Conservation Program	Regulatory Requirement	EHS	<a href="https://sp.ehs.cornell.edu/osh/occupational-health/hearing-conservation/">https://sp.ehs.cornell.edu/osh/occupational-health/hearing-conservation/</a>		on-going			X
Pesticide Applicator Recertification Training	Regulatory Requirement	CALS OEH, see director	<a href="https://oeh.cals.cornell.edu/">https://oeh.cals.cornell.edu/</a>		on-going			X

**Other Helpful Tools**

- SHEM Annual Training Reminder
- SHEM Greenhouse Training Roster Template
- EH&S Toolbox Safety Talks <http://sp.ehs.cornell.edu/osh>
- CALS OEH web site, CALS Greenhouses <http://greenhouses.cals.cornell.edu/>