CLASSE Safety Onboarding Form

New personnel will only be able to view and take CLASSE-specific trainings after they have completed the online version of this form (link on Safety Handbook top bar). Supervisors/advisors/hosts should mark trainings required at the end of this document and give it to the new person. This document is also available from the Safety Handbook top bar, as shown.

Deskworkers at Physical Sciences Building need to only select EHS 2675 - Office Worker Safety in addition to the required CLASSE 902, CLASSE Covid-19, EHS 2019, HR 200 and HR 202

Note: Document review will not be assigned nor enforced by CULearn.
Welcome to the CLASSE Safety Onboarding Form. Completion of this form is required in order to gain access to CLASSE training in CULearn. After completion you will be notified when access to CLASSE training is available.

Learner First Name
Learner Last Name
Learner Cornell NetId (if there is one) without @cornell.edu suffix
Learner email address
Learner's Supervisor/Advisor/Host Full Name
Learner's Supervisor/Advisor/Host Cornell NetId (required) without @cornell.edu suffix

Please indicate status

☐ Cornell employee (not graduate or undergraduate student)
☐ Cornell graduate student
☐ Cornell undergraduate student
☐ Summer program non-Cornell undergraduate (REU, SRCCS)
☐ Non-Cornell visitor/collaborator/contractor
☐ High school student 18 or older
☐ High school student younger than 18

Please estimate the length of time you expect to be associated with CLASSE, starting from today.

☐ Two weeks or less
☐ Between two and ten weeks
☐ Longer than ten weeks
Indicate one or more buildings where you expect to work and need access to:

☐ Wilson Laboratory
☐ Newman Laboratory
☐ Physical Sciences Building
☐ Clark Hall
☐ Other (Enter location and explanation)

Since you will work at CLASSE for two weeks or less, access to the CLASSE training in CULearn is not required. Instead, please fill out the Short Term Visitor Form at this link.

Are you a non-Cornellian CBETA collaborator? If you don’t know what this question means, then you are not.

☐ Yes
☐ No

A non-Cornell CBETA collaborator who expects to participate extensively in Cornell-based activities beyond observation must obtain a Visiting Scientist appointment. If you are seeing this message, an automatic email will be sent to you and to Monica Wesley (man5@cornell.edu), initiating this process.

Block 4

In the Physical Sciences Building, will you be a deskworker ONLY (i.e. you will not work in any of the LEPP laboratories on the third floor)?

☐ Yes, I will only be a deskworker in PSB and not work in any PSB third-floor LEPP Laboratory. I understand that I should sign up for EHS 2675 - Office Worker Safety in the checklist coming in this
form soon. I also understand that I will only be able to get a key after filling out the officeworker key form linked to on the PSB page of the CLASSE Safety Handbook and bringing it to Katerina Malyshева. Finally, I understand that I will not be able to obtain a key until my trainings are complete.

- No, I expect to work in one or more of the third floor PSB LEPP laboratories. I understand that I should sign up for EHS 2555 - Lab Worker Safety and EHS 2716 - Chemical Waste Disposal if hazardous chemicals will be present in my lab. I also understand that I will only be able to get a key after filling out the labworker key form linked to on the PSB page of the CLASSE Safety Handbook and bringing it to the LEPP GSR. Finally, I understand that I will not be able to obtain a key until my trainings are complete.

**Radiation Questions**

After discussion with your supervisor / advisor / host: will you need to enter areas at Wilson or Newman Laboratories that have the potential for harmful radiation, where you will need to wear a radiation badge? (A radiation badge is a type of dosimeter that records exposure to ionizing radiation.) Please answer NO if you will be at CLASSE for less than 6 months; you can sign out a visitor radiation badge each month instead.

- Yes
- No

In order to get a permanent radiation badge with your name on it issued, you must fill out an [online form](#). Until your new, named badge arrives (up to 4 months), please sign out a visitor badge from either the CHESS or CESR operator each month.

Have you submitted the online form? If you change your mind and do not want to fill out the online form, please use the navigation buttons in this form to go back and change your answer to the question about your needing a badge to No.

- Yes

**General Responsibilities Block**
Cornell University has an explicit, written policy on health and safety, known as Policy 8.6. This policy broadly lays out the responsibilities and expectations for different segments of the University, individuals and units alike. Click this link to access the full pdf of the policy. The most relevant excerpt for personnel appears below, which lays out expectations:

<table>
<thead>
<tr>
<th>All Cornell Constituents (Students, Faculty, Researchers, Clinicians, Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comply with this policy and the university environmental, health, and safety programs and practices.</td>
</tr>
<tr>
<td>Comply with all federal, state, and local regulations and codes.</td>
</tr>
<tr>
<td>Manage hazards to protect the health and safety of yourself, the people who report to you, and the community.</td>
</tr>
<tr>
<td>Notify a supervisor, faculty member, or an Environmental Health and Safety (EHS) staff member of environmental, health, and safety compliance issues that you observe.</td>
</tr>
<tr>
<td>Attend, and ensure that those who report to you to attend, required environmental, health, and safety training.</td>
</tr>
<tr>
<td>Inform a supervisor and/or EHS of any EHS compliance issues of concern in the workplace, classroom, or laboratory. If desired, anonymously report health and safety concerns using the Cornell Hotline at <a href="http://www.hotline.cornell.edu">http://www.hotline.cornell.edu</a>.</td>
</tr>
<tr>
<td>Notify EHS of any regulatory agency visit or inspection related to environmental, health, safety, and/or controlled substances, so that EHS has the opportunity to accompany the regulator.</td>
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<tr>
<td>Support voluntary EHS and environmental stewardship initiatives as directed by a supervisor or EHS.</td>
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<tr>
<td>Ensure that all work-related injuries, illnesses, exposures, and environmental spills/releases are reported to EHS.</td>
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<tr>
<td>Promote the advancement of the university’s culture of safety and support initiatives to continuously improve the environmental health and safety of university students, faculty, staff members, and visitors.</td>
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</tbody>
</table>

☐ Learner acknowledges and understands her / his important role in implementing Cornell University policies on Health and Safety

Training Block

Select internal CLASSE safety trainings appropriate to position and responsibilities. You must select Required for CLASSE 902 and CLASSE Covid-19. WBT indicates a web-based training; ILT indicates an instructor-led training (i.e. classroom). If you get an error message when trying to submit your response, you have likely failed to select Required for CLASSE 902 or CLASSE Covid-19.
CLASSE 902 - Health & Safety Basics (WBT): Required of all CLASSE Personnel.  

CLASSE Covid-19 Health and Safety guide for all persons at CLASSE (WBT): Required for everyone who returns to CLASSE during the pandemic

CLASSE 911 - Wilson Lab Safety Orientation (ILT): Required if you are NEW and work at Wilson Lab. CLASSE 912 is a required follow-up.

CLASSE 912 - Safety Orientation (WBT): Required if you are NOT a PSB deskworker.

CLASSE 921 - General Radiation Safety (WBT): Have a personal radiation badge at Wilson or Newman and are not required to take CLASSE 922 (i.e. are not an operator for Radiation Producing Equipment).

CLASSE 922 - Radiation Producing Equipment (RPE) Training (WBT): Required if you are or will become an operator for CBETA, CESR, CHESS, stand-alone X-ray generator, or Newman SRF Pits. CLASSE 921 not required if you take this training.

CLASSE 923 - X-ray Generator Safety (WBT): Required if you operate a CLASSE stand-alone x-ray source.

CLASSE 924 - Radiation Survey Meters (Initial) (ILT): Required for RPE Operators and those whose supervisor/advisor requests it. CLASSE 925 required as an immediate follow-up.

CLASSE 925 - Radiation Survey Meters (WBT): Required for RPE Operators and those whose supervisor requests it. Required immediate follow-up to CLASSE 924.

CLASSE 926 - Newman Radiation Safety (ILT): Required if you are an operator of the Newman Lab SRF Pits.

CLASSE 927 - SRF Operator Training (ILT): Required if you are an operator of the Newman Lab SRF Pits.

CLASSE 931 - Basic Electrical Safety (WBT): Required if you work on or near exposed electrical circuits.

CLASSE 932 - Lock/Tag/Verify (Initial) (ILT): Required if you are new and work on remotely powered equipment (not just electrical). CLASSE 933 is a required immediate follow-up.

CLASSE 933 - Lock/Tag/Verify (WBT): Required if you work on remotely powered equipment (not just electrical). Required as an immediate follow-up to CLASSE 932.

CLASSE 934 - Basic Tunnel Safety (Initial) (ILT): Required if you are new and need to enter the CESR tunnel unaccompanied. CLASSE 935 is a required immediate follow-up.
CLASSE 935 - Basic Tunnel Safety (WBT): Required to enter the CESR tunnel unaccompanied. Required as an immediate follow-up to CLASSE 934.

CLASSE 936 - Advanced Tunnel Safety (Initial) (ILT): Required if you are new and need to enter the CESR tunnel during Magnet Bypass Mode. CLASSE 937 required as immediate follow-up.

CLASSE 937 - Advanced Tunnel Safety (WBT): Required to enter the CESR tunnel during Magnet Bypass Mode. Required as an immediate follow-up to CLASSE 936.


CLASSE 951 - Fire Alarm Response (Wilson) (ILT): Required if you have a designated role in Wilson fire alarm response.

CLASSE 952 - Power Outage Response (Wilson) (ILT): Required if you have a designated CESR Operations role in a power outage.

CLASSE 953 - Advanced Beryllium Safety (WBT): Required if you are a member of the Beryllium Decontamination Group.

CLASSE 954 - Lead Handling Safety (ILT): Required if you work with lead.

CLASSE 955 - Newman Chem Room (ILT): Required to enter the Newman Chem Room without another authorized, trained person present.

CLASSE 956 - Newman Lab Safety (ILT): Required to work in Newman Lab

CLASSE 957 - SRF Clean Room (ILT): Required to work in the clean room at Newman Lab.

CLASSE 958 - SRF Floor Pits (ILT): Required to descend into the floor pits at Newman Lab.

CLASSE 959 - Beryllium Policy (WBT): Required to work or in proximity to beryllium parts.

CLASSE 961 - Crane, Hoisting, and Rigging (Part 1) (ILT): Required to participate in rigging, hoisting, or crane use
CLASSE 962 - Crane, Hoisting, and Rigging (Part 2) (ILT): Required to operate an overhead crane at a CLASSE facility. CLASSE 961 is a pre-requisite.

CLASSE 963 - Crane Operator Authorization (L0) (ILT): Required to operate the overhead crane in Wilson Lab's L0 high bay area. CLASSE 962 is a pre-requisite.

CLASSE 964 - Crane Operator Authorization (L0E) (ILT): Required to operate the overhead crane in Wilson Lab's L0E high bay area. CLASSE 962 is a pre-requisite.

CLASSE 965 - Crane Operator Authorization (Newman 5-ton) (ILT): Required to operate the 5-ton overhead crane at Newman Lab's high bay area. CLASSE 962 is a pre-requisite.

CLASSE 966 - Crane Operator Authorization (Newman 10-ton) (ILT): Required to operate the 10-ton overhead crane at Newman Lab's high bay area. CLASSE 962 is a pre-requisite.

Select specific HR / EHS safety trainings appropriate to position and responsibilities that are frequently taken by CLASSE personnel. You must select HR 200, HR 202, EHS 2019; otherwise you will be unable to complete this item. WBT indicates a web-based training; ILT indicates an instructor-led training (i.e. classroom).

HR 200 - Building a Culture of Respect at Cornell Responding to Sexual Violence, Harrassment and Discrimination Tutorial (WBT): Required of all new employees.

HR 202 - Maintaining a Harrassment Free Workplace (WBT): Required of all new employees.

EHS 2019 - Return to Campus Health and Safety Training for Covid 19 (WBT): Required training before coming to campus. Must complete the attestation.

EHS 1475 - Chemical Segregation & Storage (WBT): Required for anyone storing chemicals.


EHS 2335 - Compressed Gas Safety (WBT): Required for anyone handling compressed gases.

EHS 2347 - Personal Protective Equipment (WBT): Required for working in a laboratory or shop setting where PPE is needed to work safety.

EHS 2348 - Hydrofluoric Acid Safety (WBT): Required for working with hydrofluoric acid.

EHS 2371 - EPA-RCRA Training for 90 Day Area Workers (ILT): Required for those operating a 90-day chemical storage area and their supervisors.

EHS 2375 - Powered Industrial Truck Certification (ILT): Two-part training required to operate a forklift, including a classroom session and a separate proficiency exam.

EHS 2381 - Respiratory Protection Training (WBT): Required for those needing to wear an unpowered respirator. See also EHS 5015.

EHS 2394 - Cleaning Up Small Lab Spills (WBT): Describes procedures, PPE, and related equipment to manage small chemical spills. Required for those working with chemicals who would have responsibility to clean up spills.

EHS 2397 - Laser Safety (WBT): Required for those working with lasers that are class 3R (IIa) and above.

EHS 2407 - Hearing Conservation Training (WBT): Provides compliance training for OSHA 29 CFR 1910.95, explaining how to work around hazardous sound levels.

EHS 2555 - Laboratory Safety (WBT): For anyone handling hazardous chemicals; provides training to comply with the OSHA Laboratory Standard.

EHS 2675 - Office Worker Safety (WBT): Recommended for office workers.

EHS 2716 - Chemical Waste Disposal (WBT): Required for those working with chemicals.

EHS 3055 - Cryogen Safety (WBT): Required for those working with cryogens.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Required</th>
<th>Not Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 3355</td>
<td>Fume Hood Safety (WBT)</td>
<td>Required for those working with fume hoods.</td>
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<tr>
<td>EHS 3815</td>
<td>Carcinogen Safety (WBT)</td>
<td>Recommended for those working with carcinogenic materials.</td>
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<tr>
<td>EHS 3835</td>
<td>Corrosive Chemical Safety (WBT)</td>
<td>Required for those working with corrosive chemicals.</td>
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<tr>
<td>EHS 3995</td>
<td>Flammable Liquid Safety (WBT)</td>
<td>Required for those working with or storing flammable or combustible liquids.</td>
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<td>EHS 4340</td>
<td>Electrical Safety-NFPA 70E (ILT)</td>
<td>Required to perform electrical work.</td>
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<tr>
<td>EHS 4420</td>
<td>Fall Prevention (WBT)</td>
<td>Required for those working at elevation.</td>
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<tr>
<td>EHS 5015</td>
<td>Respirator PAPR (WBT)</td>
<td>Required for those who use PAPR (powered) respirators.</td>
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<tr>
<td>EHS 5277</td>
<td>DOT Hazardous Materials General Awareness (WBT)</td>
<td>Provides general information for shipping hazardous materials.</td>
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<tr>
<td>EHS 5325</td>
<td>Radioactive Sealed Source Safety (WBT)</td>
<td>Required for those using sealed radioactive sources.</td>
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<tr>
<td>EHS 5710</td>
<td>Globally Harmonized System (GHS) Update (WBT)</td>
<td>Compliance training explaining the new labelling scheme for hazardous materials (GHS).</td>
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</table>

Other Course Name and #