

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.

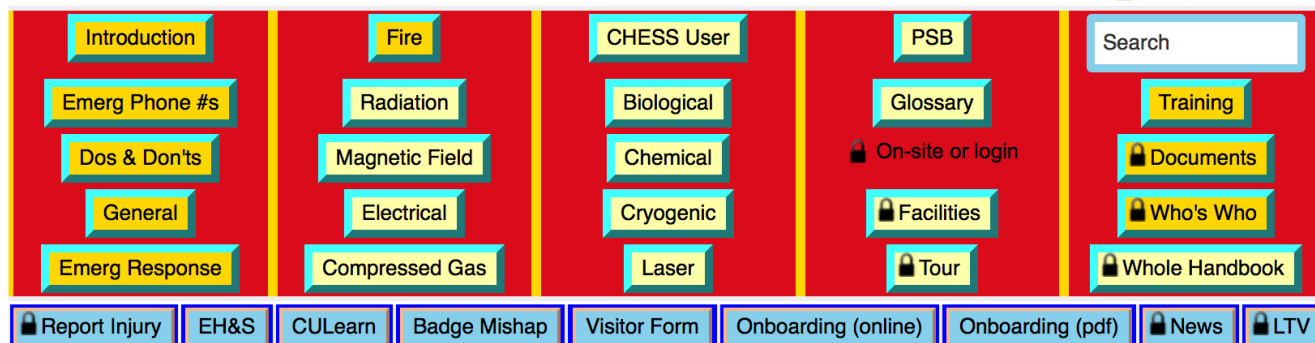
Deskworkers at Physical Sciences Building need to only select **EHS 2675 - Office Worker Safety** in addition to the required **CLASSE 902, HR 200 and HR 202**

Note: Document review will not be assigned nor enforced by CULearn.

CLASSE Safety Handbook

Last updates: 27 Apr 2017 - 13:23

🔒 19 Apr 2017 - 16:43



Q1.1 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

Q1.2 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

Q1.3 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

Answer If Estimate length of time anticipated to work at CLASSE Two weeks or less Is Selected

Q1.4 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.

Answer If Please indicate status Non-Cornell visitor/collaborator/contractor Is Selected And Estimate length of time anticipated to work at CLASSE over the next year Two weeks or less Is Not Selected

Q1.5 Are you a non-Cornell CBETA collaborator? If you don't know what this question means, then you are not.

- Yes
- No

Answer If Are you a CBETA collaborator? Yes Is Selected And Estimate length of time anticipated to work at CLASSE over the next year Two weeks or less Is Not Selected

Q1.6 A non-Cornell CBETA collaborator who expects to participate 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.

Q2.1 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

Answer If 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 radiat...
Yes Is Selected

Q2.2 In order to get a permanent radiation badge with your name on it issued, you must fill out an online form that will be forwarded to CLASSE's Radiation Safety Specialist. Until your new, named badge arrives (up to 3 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

Q3.1 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:

**All Cornell
Constituents
(Students, Faculty,
Researchers,
Clinicians, Staff)**

Comply with this policy and the university environmental, health, and safety programs and practices.

Comply with all federal, state, and local regulations and codes.

Manage hazards to protect the health and safety of yourself, the people who report to you, and the community.

Notify a supervisor, faculty member, or an Environmental Health and Safety (EHS) staff member of environmental, health, and safety compliance issues that you observe.

Attend, and ensure that those who report to you to attend, required environmental, health, and safety training.

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 <http://www.hotline.cornell.edu>.

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.

Support voluntary EHS and environmental stewardship initiatives as directed by a supervisor or EHS.

Ensure that all work-related injuries, illnesses, exposures, and environmental spills/releases are reported to EHS.

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.

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

Q4.1 Select internal CLASSE safety trainings appropriate to position and responsibilities. You must select Required for CLASSE 902. 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.

	Required	Not Relevant
CLASSE 902 - Health & Safety Basics (WBT): Required of all CLASSE Personnel.	<input type="radio"/>	<input type="radio"/>
CLASSE 911 – Wilson Lab Safety Orientation (ILT): Required if you are NEW and work at Wilson Lab. CLASSE 912 is a required follow-up.	<input type="radio"/>	<input type="radio"/>
CLASSE 912 - Safety Orientation (WBT): Required if you are NOT a PSB deskworker.	<input type="radio"/>	<input type="radio"/>
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).	<input type="radio"/>	<input type="radio"/>
CLASSE 922 - Radiation Producing Equipment (RPE) Training (WBT): Required if you are or will become an operator for CESR, CHESS, stand-alone X-ray generator, or Newman SRF Pits. CLASSE 921 not required if you take this training.	<input type="radio"/>	<input type="radio"/>
CLASSE 923 - X-ray Generator Safety (WBT): Required if you operate a CLASSE stand-alone x-ray source.	<input type="radio"/>	<input type="radio"/>
CLASSE 924 - Radiation Survey Meters (Initial) (ILT): Required for RPE Operators and those whose supervisor requests it. CLASSE 925 required as immediate follow-up.	<input type="radio"/>	<input type="radio"/>
CLASSE 925 - Radiation Survey Meters (ILT): Required for RPE Operators and those whose supervisor requests it. Required immediate follow-up to CLASSE 924.	<input type="radio"/>	<input type="radio"/>
CLASSE 926 - Newman Radiation Safety (ILT): Required if you are an operator of the Newman Lab SRF Pits.	<input type="radio"/>	<input type="radio"/>
CLASSE 927 - SRF Operator Training (ILT): Required if you are an operator of the Newman Lab SRF Pits.	<input type="radio"/>	<input type="radio"/>
CLASSE 931 - Basic Electrical Safety (WBT): Required if you work on or near exposed electrical circuits.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
CLASSE 933 - Lock/Tag/Verify (WBT): Required if you work on remotely powered equipment (not just electrical). Required as immediate follow-up to CLASSE 932.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
CLASSE 935 - Basic Tunnel Safety (WBT): Required to enter the CESR tunnel unaccompanied. Required as immediate follow-up to CLASSE 934.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>

	Required	Not Relevant
CLASSE 937 - Advanced Tunnel Safety (WBT): Required to enter the CESR tunnel during Magnet Bypass Mode.	<input type="radio"/>	<input type="radio"/>
CLASSE 941 - Machine Shop-Annex (ILT): Required to use the Annex machine shop.	<input type="radio"/>	<input type="radio"/>
CLASSE 942 - Machine Shop-Wilson (ILT): Required to use the Wilson machine shop.	<input type="radio"/>	<input type="radio"/>
CLASSE 944 - Machine Shop-Newman (ILT): Required to use the Newman machine shop.	<input type="radio"/>	<input type="radio"/>
CLASSE 945 - Machine Shop-Newman (Restricted) (ILT): Required to use restricted machine tools at Newman.	<input type="radio"/>	<input type="radio"/>
CLASSE 951 - Fire Alarm Response (Wilson) (ILT): Required if you have a designated role in Wilson fire alarm response.	<input type="radio"/>	<input type="radio"/>
CLASSE 952 - Power Outage Response (Wilson) (ILT): Required if you have a designated CESR Operations role in a power outage.	<input type="radio"/>	<input type="radio"/>
CLASSE 953 – Advanced Beryllium Safety (ILT): Required if you are a member of the Beryllium Decontamination Group.	<input type="radio"/>	<input type="radio"/>
CLASSE 954 - Lead Handling Safety (ILT): Required if you work with lead.	<input type="radio"/>	<input type="radio"/>
CLASSE 955 - Newman Chem Room (ILT): Required to enter the Newman Chem Room without another authorized, trained person present.	<input type="radio"/>	<input type="radio"/>
CLASSE 956 – Newman Lab Safety (ILT): Required to work in Newman Lab	<input type="radio"/>	<input type="radio"/>
CLASSE 957 - SRF Clean Room (ILT): Required to work in the clean room at Newman Lab.	<input type="radio"/>	<input type="radio"/>
CLASSE 958 – SRF Floor Pits (ILT): Required to descend into the floor pits at Newman Lab.	<input type="radio"/>	<input type="radio"/>
CLASSE 959 – Beryllium Policy (WBT): Required to work with or in proximity to beryllium-containing parts.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>

	Required	Not Relevant
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.	<input type="radio"/>	<input type="radio"/>

Q4.2 Select specific HR / EHS safety trainings appropriate to position and responsibilities that are frequently taken by CLASSE personnel. You must select HR 200 and HR 202; otherwise you will be unable to complete this item. 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 HR200 or HR202.

	Required	Not Relevant
HR 200 - Building a Culture of Respect at Cornell Responding to Sexual Violence, Harrassment and Discrimination Tutorial (WBT): Required of all new employees.	<input type="radio"/>	<input type="radio"/>
HR 202 - Maintaining a Harrassment Free Workplace (WBT): Required of all new employees.	<input type="radio"/>	<input type="radio"/>
EHS 1071 - Security of Hazardous Materials Used in Research (WBT): Required to secure hazardous materials.	<input type="radio"/>	<input type="radio"/>
EHS 1475 - Chemical Segregation & Storage (WBT): Required for anyone storing chemicals.	<input type="radio"/>	<input type="radio"/>
EHS 1776 - How to Write a Standard Operating Procedure (WBT): Required writing effective Standard Operating Procedures.	<input type="radio"/>	<input type="radio"/>
EHS 2335 - Compressed Gas Safety (WBT): Required for anyone handling compressed gases.	<input type="radio"/>	<input type="radio"/>
EHS 2347 - Personal Protective Equipment (WBT): Required for working in a laboratory or shop setting where PPE is needed to work safety.	<input type="radio"/>	<input type="radio"/>
EHS 2348 - Hydrofluoric Acid Safety (WBT): Required for working with hydrofluoric acid.	<input type="radio"/>	<input type="radio"/>
EHS 2371 - EPA-RCRA Training for 90 Day Area Workers (ILT): Required for those operating a 90-day chemical storage area and their supervisors.	<input type="radio"/>	<input type="radio"/>
EHS 2375 - Powered Industrial Truck Certification (ILT): Two-part training required to operate a forklift, including a classroom session and a separate proficiency exam.	<input type="radio"/>	<input type="radio"/>
EHS 2381 - Respiratory Protection Training (WBT): Required for those needing to wear an unpowered respirator. See also EHS 5015.	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
EHS 2397 - Laser Safety (WBT): Required for those working with lasers that are class 3R (IIa) and above.	<input type="radio"/>	<input type="radio"/>
EHS 2407 - Hearing Conservation Training (WBT): Provides compliance training for OSHA 29 CFR 1910.95, explaining how to work around hazardous sound levels.	<input type="radio"/>	<input type="radio"/>
EHS 2555 - Laboratory Safety (WBT): For anyone handling hazardous chemicals; provides training to comply with the OSHA Laboratory Standard.	<input type="radio"/>	<input type="radio"/>
EHS 2675 - Office Worker Safety (WBT): Recommended for office workers.	<input type="radio"/>	<input type="radio"/>
EHS 2716 - Chemical Waste Disposal (WBT): Required for those working with chemicals.	<input type="radio"/>	<input type="radio"/>

Q4.3 Select specific documents appropriate to position and responsibilities. Links appear with underlined items below. A full list of these documents with links also appears in the CLASSE Safety Handbook. Document review will not be assigned nor enforced by CULearn.

	Required	Recommended	Not Relevant
CLASSE-004: Preparation, review, and approval of safety procedures: Required to write or edit safety procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-101: Overhead Cranes: Helpful to those who use cranes or move heavy materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-102: Machine Shop Safety and Training: Helpful to those who use any CLASSE machine shop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-106: Control of hazardous energy Work on remotely powered equipment (not LTV/LOTO): Helpful for those who work on remotely powered equipment (not just electrical)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EHS Lock/Tag/Verify Written Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-108: Interlock Wiring and Checkout: Required if you will run interlock wiring or perform interlock checkouts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE 110: Basic Electrical Safety: Helpful for those who work with or near exposed electrical circuits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-112 (Solvents), 113 (Spills), 114 (HF), 115 (HF+H2SO4): Helpful for those who use the Newman Chemical Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-117: Lead usage: Helpful to those who handle or work near objects with exposed lead	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-118: Beryllium Policy: Helpful to those who handle or work near objects containing beryllium	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-122: ALARA Policy: Helpful to those who enter areas restricted to radiation workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLASSE-302: Welding Program: Helpful to those who engage in welding or other “hot work”	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
University Policy 3.4: Use of Cornell vehicles: Required to drive CLASSE or other Cornell vehicle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
University Policy 8.6: Environmental, Health, & Safety: Helpful if you are curious about the chapter and verse on Cornell’s overall EHS policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>