*This training refers to “Training on starting work: The training given in practice before the employee actually starts working, on the work to be done by the employee, the work equipment he/she will use, if any, and the occupational health and safety measures specific to the workplace” which is given in the "Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees" published in the Official Gazette dated 15.05.2013 and numbered 28648*

*The training includes topics and information of “The employer ensures that the employee receives on-the-job training before actually starting to work. These trainings can be given by the employer or by knowledgeable and experienced employees assigned by the employer. On-the-job training should be of a nature that will ensure the protection of the employee against dangers and risks during the period until the realization of the basic training and should be given in practice. On-the-job training is organized for at least two hours for each employee. The periods spent in these trainings are not counted as the basic training periods.” in paragraph (2) of article 6 of the same regulation (Amendment: OG-24/5/2018-30430)*

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| Institute/Faculty | : |
| Departmant | : |
| Laboratory Name and Code | : |
| Laboratory Manager | : |
| Date | : |

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| **ON-THE-JOB AND ORIENTATION TRAININGS** | | |
| *SUBJECTS* | *Given* | *Not Given* |
| Workplace Introduction (University, Faculty, Department, Laboratory) |  |  |
| Organizational Structure and General Introduction of Laboratories |  |  |
| Starting and Ending Times, Rest Periods |  |  |
| Laboratory Rules |  |  |
| Introduction of Laboratory Spaces |  |  |
| Introduction of Machine, Device, Work Equipment to be Used |  |  |
| Machine, Device, Work Equipment Instructions to be Used |  |  |
| Safe Use of Machinery, Device, Work Equipment |  |  |
| Laboratory Instructions |  |  |
| Laboratory Specific Risks and Control Measures |  |  |
| Job Description and Practice |  |  |
| Use of Personal Protective and Equipment |  |  |
| The Effect of a Possible Nonconformity or Mistake on the Next Step |  |  |
| EXPLANATION/NOTES: | | |

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| --- | --- |
| Instructor *(Name-Surname, Date, Signature)* | Student (*Name-Surname, Date, Signature)* |

|  |  |  |
| --- | --- | --- |
| Laboratory Manager  (*Name-Surname, Date, Signature)* | Control  *(Name-Surname, Date, Signature)*  *Head of department* | *Approval*  *(Name-Surname, Date, Signature)*  Dekanlık |