

Your Responsibilities as a Trainer: Training Supplies

UMass Lowell will provide you with:

- A spine model
- Worker Training Manuals
- Evaluation Forms
- Sign-in sheets
- Course Summary Forms
- Pre-addressed envelopes to return materials to UMass Lowell

You are responsible for providing:

- A manual for each trainee
- Pens, if needed
- Flip chart and easel
- Markers

We are giving you a packet of materials to get you started.

It is your responsibility to tell us when you need more.

Contact: Marian Flum

Phone: 978-934-2534

e-mail: Marian_Flum@uml.edu

If you have any technical questions about the training

Contact : Scott Fulmer

Phone: 978-934-4854

e-mail: Scott_Fulmer@uml.edu

Your Responsibilities as a Trainer:

Record-keeping and Reporting

Thank you for participating as a trainer in the ergonomics training program at your center.

As you know, this program is funded by OSHA. In order to continue the ergonomic training program, it is IMPORTANT to maintain accurate records and to document all training.

For every class you teach, the following are required:

1. Course Summary sheet
 - To be filled out by instructor
2. Sign-in sheet
 - If names are hard to read, please print next to them, so we can understand
3. Evaluation Forms
 - Evaluations must be filled out by all participants at the end of each class

Return Summary sheet, sign-in sheet , and evaluation forms within 1 week to:

Marian Flum
Department of Work Environment - Kitson 200
UMass Lowell
1 University Ave.
Lowell, MA 01854

UML will provide pre-addressed envelopes, so you can just slip the materials into an envelope and mail.

For any questions or if you need new training supplies, call Marian at 978-934-2534 or e-mail her at Marian.Flum@uml.edu

Thank you for your cooperation