

Safety Training Program Requirements for Fellowship Trainee Reports

As part of their contribution for receiving the Safety and Security Training at a Host Company, the STP Fellowship Trainee must provide the following report requirements to the IUPAC COCI STP Coordinator after their Safety and Security Training at the Host Company (this trainee report will be shared with the Host Company and any additional funding agency). Once the trainee report is received and approved by the STP Coordinator and the COCI Chair, the Trainee will be designated a COCI “STP Fellow”.

- A. Within two months of the Host Company training, they shall provide a detailed report (including a Table of Contents) which includes:
1. What specific safety and security training was received from the Host Company with:
 - a. a detailed schedule, agenda or itinerary provided by the Host Company, including dates.
 - b. critical discussions of what lessons were learned.
 - c. how to utilize the learning in the trainee's place of employment and home country.
 2. A list of persons met with, including titles and responsibilities of each.
 3. Sites visited at the Host Company.
 4. Detailed Plan outlining how they will **apply the chemical safety and security lessons learned** upon returning home. The plan shall include a commitment by the Trainee to be a Trainer with detailed plans for implementing and disseminating the knowledge gained to:
 - i. the trainee's place of employment.
 - ii. the trainee's company, more broadly.
 - iii. the trainee's local area (governments, or broader customers of the company, etc.).
 - iv. the trainee's home country.

The application of the lessons learned shall also encompass the following:

 - i. communication in the form of a report to their employer.
 - ii. a presentation at their workplace.
 - iii. at least one **short-term concrete action** that constitutes an improvement at their place of employment (e.g. new safety procedures in a laboratory).

In addition, further actions planned to establish new programs to improve safety practices within:

 - a. place of employment (students, faculty, co-workers, or management).
 - b. local governments or citizen groups.
 - c. regional or national government action.
 5. A brief **critical evaluation** of what went well and what did not go well during the Host Company training.
 6. Suggestions on improvement of the STP Fellowship program.
- B. A **second report** to be received 1 year after candidate returns home, detailing concrete actions archived, plans for the near future (within 2-3 years) and ongoing plans for the longer term.
- C. **OR**, in leu of the second report, the STP Fellow may be invited to participation at a STP Workshop to present their training experience and how they have provided concrete leadership and influence in the safety and security practices of their place of employment, the Chemical Industry and more broadly in their home country as a result of this safety training. Their presentation shall include an outline of plans for the near future (within 2-3 years) and ongoing plans for the longer term.