

Site-Specific Laboratory Safety Training Checklist

Employee Name _____ Principal Investigator Name _____ Room # _____

ALL employees of this lab must sign a completed training checklist. **NEW** employees must receive this *site-specific* training within 10 days of transfer/new employment, and **ONLY** perform **supervised** activities until then. Completed checklists should be maintained in the lab.

Safety Topic	Y	N	NA
OSHA requirement of Laboratory "Right-to-Know" Standard training, knowledge and/or experience			
Location of emergency contact names and phone numbers (including Public Safety, EH&S and Lab Personnel)			
Location of the laboratory's Chemical Hygiene Plan			
Location of laboratory personal protective equipment (PPE) and policy for accessing or ordering			
How you should select PPE (criteria to be used)			
<i>Demonstration</i> of properly inspecting, putting on and taking off PPE used in your laboratory			
Limitations (i.e. goggles vs safety glasses, or life of gloves) of each piece of PPE you shall use in lab			
<i>Demonstration</i> of proper fume hood operation, including qualitative flow check			
Chemicals in lab, and min. volumes thereof, which, if spilled, could create an IDLH* situation			
Response to IDLH* spills, accidents, injuries, illnesses and/or fires (Section 2.7.3.2 and 2.9 in the CHP)			
Response to non-IDLH* spills, accidents, injuries, illnesses and/or fires (e.g. contact personnel, forms, first-aid policy)			
Location of nearest fire extinguisher and fire blanket (<i>cross out blanket if lab does not contain one</i>)			
Circumstances under which you should decide to use fire extinguisher (e.g. knowledge, experience, fire in escape path)			
Location and <u>proper use</u> of laboratory spill kit			
Location of nearest eyewash station; <i>demonstration</i> of how to activate/use it, and contact lens precautions			
Location of nearest safety shower(s); description of how to activate it and use it			
Laboratory policy with regard to room security (e.g. key policy), supervision and visitors			
Location of MSDS poster, MSDSs and/or other chemical safety reference materials			
Example of MSDS reviewed for format, language, acronyms, and method(s) of applying to lab setting			
Methods of handling non-biohazardous glass waste in the lab (including location of receptacle)			
Methods of handling, labeling and storing chemical waste in the lab			
Examples of laboratory chemicals in each of the following hazard classes (circle those that apply): compressed gas; corrosive; flammable; acute, chronic or reproductive toxicity; reactive; oxidizer; peroxide former; corrosive; or organic peroxide. Description of lab policies for handling, segregation and storage for each			
Identification of unusually high hazard chemicals or operations in laboratory; location of written SOP for each. High Hazard procedures will not be conducted while alone.			
If you handle bloodborne pathogens, confirmation that you have received Bloodborne Pathogens training from the Office of EH&S, or that arrangements have been made to do so within 10 days			
If you handle radioactive materials, confirmation that you have received Radiation Safety Training from the university's Radiation Safety Officer, or that arrangements have been made to do so within 10 days			

***IDLH = Immediately Dangerous to Life or Health**

I hereby certify that all applicable safety items above have been presented, discussed, and demonstrated (as necessary) by my lab supervisor or designee for every lab I shall be using. I further certify that I UNDERSTAND the information as it was presented, and should one or more items be unclear in the future, I will ask questions of my lab supervisors (or designees) before proceeding with the operation(s) in question. **I also acknowledge the need to understand response procedures for IDLH incidents before any work in this lab begins.**

TrainerName(Printed) _____ Trainer Signature _____

Employee Signature _____ Date _____