



Lab-Specific Safety Training Record

The University requires documentation that all laboratory personnel have received Lab-Specific Safety Training. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator:

Date:

Department:

This checklist will assist the PI or Lab Supervisor in providing training as described in the OSHA Laboratory Safety Standard and the University's Research Safety Program. It is the Principal Investigator's responsibility to ensure all research laboratory personnel (employees, students, visiting researchers) are trained. This training must be provided initially, annually, and anytime there is a major procedural change. This record should be used as a guide to the contents you should cover in the training. You must address all hazards that are applicable to your research, including: chemical, biological, and radiation safety. Please keep this record for 5 years as documentation of the training.

In addition, the Department of Environmental Health and Safety (DEHS) requires employees to take general safety refresher training annually. Please contact your Departmental Safety Officer for information regarding this training. Additional task-specific training topics should be covered based on the hazards in your lab as appropriate. Training resources are provided on the [DEHS web site](#).

Review the following:

General:

Yes No N/A

1. Lab-specific standard operating procedures (SOPs) for the safe handling and use of chemical, biological, and radioactive materials
2. Physical and health hazards (acute and chronic) associated with the materials
3. Signs and symptoms associated with exposures to hazardous materials in the lab
4. Methods and observation techniques to determine the presence or release of hazardous materials
5. Precautions that will be taken to mitigate hazards
6. Procedures for working alone or after-hours, as well as instructions on procedures that will be performed alone, including safety measures
7. Location of signage including safety signs and emergency numbers
8. How to properly clean-up your laboratory equipment and work areas
9. Procedures for [transporting hazardous materials](#) safely across campus
10. Where to access [DEHS safety training](#) modules

Chemicals:

Yes No N/A

1. Storage location of chemicals and their segregation by compatibility
2. Requirements for chemical labeling on primary and secondary containers
3. Use, storage, and handling of gas cylinders and cryogenics
4. Use of specific chemicals that would warrant exposure monitoring
5. [Chemical waste program information](#)

Biological:

Yes No N/A

1. Annual [Bloodborne Pathogen](#) training for working with human material
2. [Biosafety Manual](#) and [Exposure Control Plan Policies](#) and Procedures
3. [Biological Waste Disposal Table](#)
4. [Biological Decontamination & Spill Clean-up Plan Template](#)
5. [Biohazards and Toxin Decontamination & Spill Clean-up](#)

Radiation:

Yes No N/A

1. General requirements (posting, training, security)
2. Food and beverage prohibition
3. Proper laboratory attire (Lab Safety Plan) see also PPE below
4. Contamination surveys and instrumentation
5. Radioisotope spills and emergencies
6. Permit Holder responsibilities
7. Radioisotope purchasing and transfer
8. Radioactive waste management/disposal
9. GM operation and survey protocol
10. Record keeping requirements
11. Personnel monitoring and dosimetry
12. Prenatal exposure guide
13. ALARA considerations

Equipment:

Yes No N/A

1. Safe use of [Chemical Fume hoods](#)
2. [Biological Safety Cabinet use and training](#)
3. Proper use of other ventilation systems
4. Safe and effective use of [Autoclaves](#)
5. [Centrifuge Safety](#)
6. [Eyewash flushed weekly](#)
7. Hand washing Sink readily accessible

Personal Protective Equipment (PPE):

Yes No N/A

1. PPE requirements for personnel including selection of gloves, lab coats, etc.
2. Where personnel can obtain PPE and how to launder or dispose of after use

Emergency Response:

Yes No N/A

1. Handling incidents in the lab including exposures, needle sticks and applying first aid
2. Location of emergency equipment including spill kits, fire extinguishers and alarms
3. Emergency shut-offs for water and gas in your laboratory
4. Emergency procedures including evacuations and spill clean-up ([contact DEHS](#))
5. How to contact [Occupational Health](#) in the event of an injury
6. Current information posted on the door and by the phone for afterhours incidents

Waste:

Yes No N/A

1. Processes and locations for [proper chemical waste disposal](#) in your department
2. How to dispose of broken glass and prep glass bottles for recycling
3. Procedures for disposal of highly toxic chemicals, carcinogens or [chemotherapeutics](#)
4. Correctly labeling and storing [hazardous chemical waste](#) and waste containers

Documentation:

Yes No N/A

1. Location of Material Safety Data Sheets and lab-specific SOPs
2. Copy of the current [Departmental Laboratory Safety Plan](#)
3. Location of Training Records for all laboratory personnel
4. [Incident report forms](#)
5. [Hazardous Waste Guidebook](#), [Radiation Protection Manual](#) and [Biosafety Manual](#)
6. Recent laboratory inspections and [self evaluations](#)

Occupational Health:

Yes No N/A

1. [Occupational Health requirements](#)
2. How to get vaccinated, medically evaluated, or fitted for [respiratory protection](#)
3. Location and contact information for the [Occupational Health Clinic](#)

Additional Site Specific Topics: (Describe any additional topics covered during the training.)

Certification:

In accordance with the OSHA Laboratory Safety Standard and the University's Research Safety Program, the individuals listed below have been provided with Lab-Specific Safety Training.

Printed Name

Signature

Date

I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.

Instructor:

Signature:

Date of training: