# Lab-Specific Training Guide

This guide may be used to assist PIs/supervisors with lab-specific training for new lab members. Training records should be updated as new areas become relevant; initial and date next to checkboxes for training provided after initial date. Keep a copy of this document and send a copy to EHS.

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| PI: | | Department: |
| Building: | | Room: |
| Initial | Basic laboratory safety | |
|  | Review [UO Safety Policy](http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety) | |
|  | Review safe lab practices (proper attire, handwashing, no pets allowed etc.) | |
|  | Identify designated areas for food consumption/storage outside of the lab | |
|  | Review procedures for working after hours | |
|  | Review procedures for incident/accident first aid, reporting and applicable [forms](https://safety.uoregon.edu/injury-reporting-and-workers-compensation) | |
| Emergency information: spills, injury, fire, and power failure | | |
|  | Fire extinguisher and first aid kit | |
|  | Evacuation plans and Fire alarm pull stations | |
|  | Safety shower and eyewash locations and use | |
|  | Lab spill kit and Emergency procedures (wall flip-chart) | |
| Waste handling procedures (labeling, packaging, [requesting pick-up](https://safety.uoregon.edu/hazardous-waste)) | | |
|  | Chemical | |
|  | Radioactive | |
|  | Pathogenic/Biohazard and Carcasses | |
|  | Sharps (e.g., needles/razor blades), and uncontaminated glass waste | |
| Work involving chemical hazards | | |
|  | Review of UO and lab-specific [Chemical Hygiene Plans](https://safety.uoregon.edu/chemical-safety) (CHP) | |
|  | Review location of Safety Data Sheets (SDSs) | |
|  | Review Chemical Inventory | |
|  | Review procedures for chemical procurement and distribution | |
|  | Storage (compatible storage, corrosives cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, etc.) | |
|  | Location where certain procedure(s) may be performed (e.g., fume hood) | |
| Personal protective equipment | | |
|  | Discuss required PPE for various lab work, plus additional PPE for specific tasks | |
|  | Review selection and proper use of gloves (& manufacturer’s guidance) | |
|  | If a respirator is required for work, arrange for [evaluation, training, and fit testing](https://safety.uoregon.edu/respiratory-protection-program) | |
| Housekeeping, maintenance, and inspections | | |
|  | Discuss materials stored or frequently present on the floor | |
|  | Discuss maintenance of scientific equipment | |
|  | Review maintenance of lab’s safety equipment: weekly flushing of eyewash, checking fire extinguishers monthly, monitoring gauges on fume hoods, biosafety cabinets, keeping safety showers and electrical panels accessible, etc.) | |

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| Initial | Exposure monitoring/medical surveillance |
|  | Discuss PEL and TLV for chemicals in use and how to reduce employee  exposure |
|  | Discuss use of fume hoods, biological safety cabinets or other mechanical  ventilation systems |
|  | Review criteria for medical surveillance, as found in the UO Chemical Hygiene  Plan |
|  | Discuss the need for employee to inform health care provider of hazardous substances used in the lab, particularly in instances of immunocompromised  status |
| Working with pathogenic or recombinant/synthetic materials | |
|  | Review standard microbiological practices; use of biosafety cabinet if applicable |
|  | If work involves human blood, other human-derived or non-human primate  derived materials, contact BSO to enroll in [Bloodborne Pathogens Program](https://safety.uoregon.edu/bloodborne-pathogens) |
|  | If recombinant or synthetic DNA is used, review procedures for spills, exposures,  and reporting requirements |
|  | Review [UO Biosafety Manual](https://safety.uoregon.edu/biosafety-program) and lab-specific biosafety manual for BSL-2 labs |
| Working with radioisotopes | |
|  | Contact Radiation Safety Officer for enrollment into program |
|  | Review [Radiological Safety Manual](https://safety.uoregon.edu/radiation-safety) |
|  | Review [Dosimetry Program](https://safety.uoregon.edu/radiation-safety) |
| Working with animals | |
|  | Contact Animal Care Services for animal handler training |
|  | Contact Biosafety Officer for occupational health training |
|  | Complete and submit Medical Questionnaire to University Health Center |
| Additional lab-specific hazards | |
|  | Review applicable topics such as liquid nitrogen, [lasers](https://safety.uoregon.edu/laser-safety-program), [controlled substances](https://safety.uoregon.edu/controlled-substances) |
|  | Discuss ongoing laboratory training (e.g., review of incidents/accidents/injuries  and how to prevent recurrence) |

*I certify the above items have been reviewed with me and I agree to take responsibility for maintaining a safe laboratory environment.*

Lab member’s signature: Date:

Supervisor’s signature: Date:\_\_\_\_\_\_\_\_\_\_\_\_