

Laboratory Safety Training – New Lab Member Checklist

This checklist may be used to assist supervisors with laboratory-specific training for new lab members.

- Basic laboratory safety
 - Review [UO Safety Policy](#)
 - 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 incident [form](#)

- Review emergency information: evacuation, spills, injury, fire, and power failure
 - Fire extinguisher
 - First aid supplies
 - Safety shower
 - Eye wash
 - Lab spill kit
 - Evacuation plans
 - Fire alarm pull stations
 - Emergency procedures (wall flip-chart)

- Review waste handling procedures (labeling, packaging, [requesting pick-up](#))
 - Chemicals
 - Radioactive
 - Pathogenic/Biohazard
 - Glass (uncontaminated)
 - Sharps (e.g., needles/razor blades)
 - Carcasses

- Work involving chemical hazards
 - Introduction, location and contents of UO and lab-specific [Chemical Hygiene Plans](#) (CHP)
 - Review location of lab's 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](#) through EHS

- 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.)

- 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 Biosafety Officer to enroll in [Bloodborne Pathogens Program](#)
 - If recombinant or synthetic DNA is used, review procedures for spills, exposures, and reporting requirements
 - Review [UO Biosafety Manual](#) and lab-specific biosafety manual for BSL-2 labs

- Working with radioisotopes
 - Contact Radiation Safety Officer for enrollment into program
 - Review [Radiological Safety Manual](#)
 - Review [Dosimetry Program](#)

- Working with animals
 - Review the [Occupational Health and Safety Program Manual](#); contact Animal Care Services if personnel will have animal contact
 - Determine employee classification and enrollment requirements
 - PI should educate lab members not working with animals on potential hazards

- Additional lab-specific hazards
 - Review applicable topics such as liquid nitrogen, [lasers](#), [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: _____

* Training record 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.