



Lab Specific Training Guide

This checklist should be used to assist PIs/supervisors with recording 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. Maintain this document with personnel training files.

PI:		Department:
Building:		Room:
Y / N	Initial	Basic laboratory safety
		Review UO Safety Policy and UO Laboratory Safety Manual
		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 Workplace Injury forms .
		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 and Lab Incident Response Guidelines)
		Waste handling procedures (labeling, packaging, requesting pick-up)
		Chemical Waste here
		Radioactive Waste
		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 (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



Y,N	Initial	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, 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, per the UO Chemical Hygiene Plan
		Instruct 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 at BSL2
		If work involves human blood, other human-derived or non-human primate derived materials, contact EHS to enroll in Bloodborne Pathogens Program
		If recombinant or synthetic DNA is used, review procedures for 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
		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 topics
		Review applicable topics -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: _____