Laboratory Safety Training – New Orientation 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
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.