**Laboratory-Specific Safety Training Checklist**

*Checklist must be signed by PI and new lab user prior to working with hazardous chemicals, materials, or processes.*

**Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Prior to working with any hazardous materials in TWU laboratories, all lab users must:

1. Complete mandatory EH&S Laboratory Safety Training
2. Read and understand the contents of the Chemical Hygiene Plan
3. Know lab-specific facility safety features
4. Receive training on lab-specific processes and procedures, including SOP review and discussion

*\*Note to PI/Lab Manager: Add lab group specific activities to this checklist as needed*

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| --- | --- | --- |
| **Facility Features**  Know the location of safety features and understand the proper use of facility equipment. | | |
| **Initials** | **Date** | **Learning Activity** |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Nearest fire extinguishers |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Nearest safety shower and eye wash |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Emergency evacuation routes from lab and assembly point |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Facilities systems, including house gas, compressed air, vacuum |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Fume hoods, biosafety cabinets, or other local exhaust ventilation systems |
|  |  |  |
| **Procedures and Documentation**  Read and understand laboratory policies and procedures;  know how to access safety-related information. | | |
| **Initials** | **Date** | **Learning Activity** |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Complete EH&S Laboratory Safety Training |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Review the Chemical Hygiene Plan and know how to access the plan from TWU’s Environmental Health and Safety website |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Know where to find the Safety Data Sheets (SDSs) for chemicals in the lab |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Understand the lab policy regarding proper lab attire (long pants, closed-toe shoes) and personal protective equipment (PPE) (lab coat, safety glasses, protective gloves etc.) |
|  |  |  |
| **Initials** | **Date** | **Learning Activity** |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Know the hazards, required PPE and/or engineering controls, signs of exposure, safe handling, storage, disposal etc. of all chemicals and/or processes you work with, including any particularly hazardous substances |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Identify acceptable areas for food storage and consumption |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Know proper storage of hazardous chemicals, including segregation by compatibility, secondary containment, and use of safe storage locations such as flammables and corrosives cabinets. |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Review and discuss SOPs for chemicals and processes used in the lab, including those for particularly hazardous substances (carcinogens, reproductive toxins, and acutely toxic materials) |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Know proper procedures for collection, storage, and disposal of hazardous waste |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Understand the importance of cleanliness and chemical hygiene in the lab. Recognize that all chemical contamination, regardless of how seemingly insignificant, must be cleaned up immediately. |
|  |  |  |
| **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | Know how to handle spills and emergencies including cleaning small spills (if safe to do so and proper equipment available) and reporting and evacuating for large/hazardous spills or other emergencies. |
|  |  |  |

By signing this document, I acknowledge that I have received training regarding each of the above items. If I do not understand something or need further training, I can request it at any time. I understand that it is my responsibility to know the hazards associated with the materials I use, and to protect myself and others from those hazards. In addition, I will strive to maintain awareness of peripheral or adjacent hazards, whether from others in the lab or from other lab groups. I acknowledge that safety is an inherent responsibility to which each member of the lab must commit. I also recognize that unsafe practices in the lab will not be tolerated.

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Name of Trainee (printed) Name of Trainer (printed)

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Signature of Trainee Signature of Trainer

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Date Date