

## Orientation/Training Checklist for New Laboratory Employees

Employee's Name: \_\_\_\_\_ Date checklist started: \_\_\_\_\_ completed: \_\_\_\_\_

Trainer (PI/Supervisor/Designated Trainer): \_\_\_\_\_

### I. General

- Proper use of equipment and lab protocols including safety and hazardous waste disposal procedures
- Safety tour in and outside of lab including but not limited to fire extinguishers, fire alarms and exits, and safety equipment (PPE, showers, eyewash, spill kit, telephone, cylinder restraints, disinfectants etc)
- Emergency response procedures specific to each lab and emergency phone numbers
- Contents of the Monthly Self-Inspection Cards and Lab Safety Notebook read and understood. Employee knows where the Lab Safety Notebook is kept. (It should be placed on or near the back side of the main entrance door to the lab or a sign placed there to indicate location of notebook.)

### II. Chemical Safety and Environmental Awareness

- ES on-line training completed (<http://www.uvm.edu/esf>)
- ES Laboratory Emergency Prevention and Response training scheduled (date: \_\_\_\_\_) for within 2-3 months of starting work (Completed: \_\_\_\_\_)
- Review of ES web site (<http://www.uvm.edu/esf>)
- Sign up for UVMLABSAFE, the ES e-mail laboratory safety bulletin (<http://www.uvm.edu/esf>)
- Material Safety Data Sheets (MSDS) location -bookmark: <http://ccinfoweb.ccohs.ca/msds/search.html> (and any other sources of health and safety information about chemicals used in this lab)
- Controls (administrative, engineering, work practices, PPE, emergency response) used to minimize the risks in this lab
- Means (visual appearance, odor, etc.) to detect a release of hazardous chemicals used in this lab
- Signs and symptoms of an exposure to chemicals used in this lab and the organs targeted
- Allowable exposure limits for chemicals used in this lab
- Proper labeling, storage and disposal methods for all chemicals used in this lab

### III. Biosafety and Bloodborne Pathogens

- ES on-line training completed (<http://www.uvm.edu/esf>)
- Within ten days of assignment to a position in which exposure to bloodborne pathogens may occur all employees who work with human or primate blood, blood-products or other potentially infectious material must:
  1. be designated "at risk" with the Infectious Materials Risk Designation Form, and
  2. be offered the Hepatitis B vaccine with the HBV Vaccination Consent/Dissent Form.  
Forms available at <http://www.uvm.edu/esf>. The Department or Laboratory Supervisor should keep copies.
  3. For those who consented to get the vaccine an appointment for the first shot must also be scheduled and completed within 10 days. Proof of having received all 3 shots and titer must be on file in Dept. or lab.
- Laboratory biosafety hazards and means to protect oneself in this lab
- Proper labeling, storage and disposal methods for biohazardous materials

### IV. High Hazard Materials/Situations in this laboratory

- Training has been provided regarding any material or situation in this lab for which unusual hazards exist:  
Lasers, time sensitive or highly toxic/reactive chemicals, autoclave, pressurized devices, centrifuges, etc.

This checklist is intended as a guide for training in your laboratory. There may be other safety issues about which new and ongoing employees must be informed.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Form Updated: 9/07