

# UVM Risk Management & Safety

## Orientation/Training Checklist for New Laboratory Employees

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

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

### I. General ([www.uvm.edu/riskmanagement/safety](https://www.uvm.edu/riskmanagement/safety))

- Review Safety Website (<https://www.uvm.edu/riskmanagement/safety>).
- Complete all required safety trainings. (<https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel>)
- Complete Safety tour inside and outside of the lab including fire extinguishers, fire alarms, egress & exits, & safety equipment (PPE, showers, eyewash, chemical spill kit, telephone, cylinder restraints, disinfectants, etc).
- Review emergency response procedures specific to each lab, reporting procedures for accidents and injuries, and emergency phone numbers. (<https://www.uvm.edu/riskmanagement/laboratory-emergency-response>)
- Review lab-specific and building-specific safety features (e.g. close lab doors, evacuation map & meeting site, gas shut-offs).
- Review the contents of Laboratory Safety Notebook and the Monthly Self-Inspection Checklist.
  - Review the location of Safety Data Sheets (SDSs).

### II. Chemical Safety (<https://www.uvm.edu/riskmanagement/chemical-safety>)

- Review or complete chemical hazard assessments, including Chemical Use Planning Forms, for the chemicals you will be handling in the laboratory.
- Understand what controls are required to minimize potential exposure to chemicals and other hazards in this lab. (<https://www.uvm.edu/riskmanagement/evaluate-and-control-hazards>)
  - Engineering Controls: Fume hoods, biosafety cabinets, glove boxes, Schlenk line, snorkel exhaust, etc.
  - Administrative Controls: Standard Operating Procedures and lab-specific protocols
  - Proper Personal Protective Equipment: Lab coat, gloves, eye and face protection, respirator\*  
*\*Must complete a Request for Respirator Use form and receive approval and instruction before using a respirator.*
- Review procedures for operating equipment (e.g. power tools, autoclave, NMR, kilns, ovens, engineering controls). Do not operate unfamiliar equipment or materials without proper training and approval.
- Review proper labeling, segregation, and storage for all chemicals used in this lab.
- Review chemical waste procedures including labeling, storage, and disposal.

### III. Biosafety and Bloodborne Pathogens (<https://www.uvm.edu/riskmanagement/biological-safety>)

- Review and sign-off on all laboratory infectious agents Standard Operating Procedures (SOPs).
- Understand how to use the proper controls in order to minimize any potential biological exposure.
- Review biohazardous waste procedures including labeling, storage, and disposal, disinfection of liquid waste, proper set-up of aspiration flasks, and biohazard box disposal.
- All employees who work with human or primate blood, blood-products or other potentially infectious materials must:
  - Be designated "at risk" with Infectious Materials Risk Designation Form,
  - Be offered the Hepatitis B vaccine with the HBV Vaccination Consent/Dissent Form, and
  - Review the UVM Exposure Control Plan. (<https://www.uvm.edu/riskmanagement/bloodborne-pathogens-and-exposure-control-plan>)

### IV. Other Laboratory Hazards

- Receive and document necessary training for any highly hazardous material or process, including lasers, time sensitive chemicals, highly toxic or reactive chemicals, pressurized devices, etc.).
- Review safe handling procedures for gas cylinders (how to check for leaks, proper restraining & transport, etc.).
- Review safe operating and handling procedures for thermal hazards (e.g. Liquid Nitrogen, ovens, kilns, autoclaves, hot plates, Bunsen burners, etc.).
- Review proper disposal procedures for other wastes including sharps, broken glass, uncontaminated lab waste, batteries, and light bulbs.

I understand that this checklist is intended as a safety-training guide for my laboratory; it may not be a comprehensive list of all the training I may need to be safe from the hazards in my specific laboratory.

Employee's Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Revised 01/19