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 (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

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