Orientation/Training Checklist for New Laboratory Workers

Employee’s Name: ___________________________________________________________________________________________

Date checklist started:_________________________ Date checklist completed:___________________________________________

Trainer (PI/Supervisor/Designated Trainer):________________________________________________________________________

I. General
☐ Review Laboratory Safety Website www.uvm.edu/risk_management/safety-laboratories
☐ Complete all required safety trainings.
☐ Tour inside and outside of the lab. Locate fire extinguishers, fire alarms, egress & exits, & safety equipment (PPE, showers, eyewash, spill kit, disinfectants, telephone, etc).
☐ Review emergency response procedures specific to lab, reporting procedures for accidents and injuries, and emergency phone.
☐ Review lab and building-specific safety features (e.g. 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
☐ Chemical Safety www.uvm.edu/risk_management/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.
  ☐ 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. www.uvm.edu/risk_management/personal-protective-equipment
☐ 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
☐ Biosafety and Bloodborne Pathogens www.uvm.edu/risk_management/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.
☐ 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.

IV. Radiation Safety
☐ Radiation Safety www.uvm.edu/risk_management/radiation-safety
☐ Review types of radiation sources used in your lab
☐ Become an authorized user of radiation

V. Other Laboratory Hazards
☐ Other Laboratory Hazards www.uvm.edu/risk_management/identify-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 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 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:____________________________________________________________________________________________