

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: _____