

Orientation and Training Checklist for New Electrical Engineering Laboratory Employees

1. General Safety

- Review CEMS Safety Website <https://www.uvm.edu/cems/lab-safety>
- Review UVM Safety Website <http://www.uvm.edu/safety>
- Complete all 'Basic Laboratory Safety Trainings' required by UVM <http://www.uvm.edu/safety/lab/safetytraining#Training> A list of specific training requirements can be found in the Lab Safety Notebook under 'Training'
- Complete Safety tour inside and outside of the lab including fire extinguishers, fire alarms, egress & exits, & safety equipment (e.g., safety glasses, fume extractor, filters, soldering waste container and labels).
- Review lab-specific and building-specific safety features (e.g., emergency pull downs, hallway fire extinguishers, strobes, evacuation route & meeting site)
- Review emergency response procedures specific to each lab, reporting procedures for accidents and injuries, and emergency phone numbers. <http://www.uvm.edu/safety/lab/prepare-for-emergencies>
- Review the contents of Laboratory Safety Notebook and the Weekly TA Checklist
- Review chain of command and reporting procedures for lab safety concerns
- Sign up for CatAlert https://www.uvm.edu/emergency/catalert_campus_alerting_system

2. Electrical Safety

- Review safe use of standard laboratory equipment and soldering equipment (if applicable)
- Review requirements for personal protective equipment (safety glasses, close-toed shoes)
- Review location of equipment pugs and general off switches for emergency shut-off
- Review proper use of power strips, extension cords, and cord reels

3. Other Laboratory Safety

- Review proper disposal procedures for other wastes including e-waste, sharps, batteries, and light bulbs
- Review procedure for disposal of soldering waste (if applicable)
- Review proper use of fume extractors during soldering (if applicable)

College of Engineering and Mathematical Sciences
Department of Electrical and Biomedical Engineering

List of Required Trainings for EE Lab Employees

Training	Faculty	Grad/Teaching Asst.	Student (UG)	Visitor*	Trainer(s)
UVM Basic Laboratory Safety Trainings <ul style="list-style-type: none"> ▪ Lab Roles and Responsibilities (online) ▪ Chemical Safety in the Lab (online) ▪ Lab Chemical Waste Disposal (online) ▪ Lab Ventilation & Chemical Fume Hoods (online) ▪ Emergency Response for Lab Workers (class)*** ▪ Keeping Your Lab Safe (class) 	✓ ** ** ** ✓ ✓	✓ ** ** ** ✓	If required for course project or research	✓ ** ** ** ✓ ✓	UVM Risk Management & Safety online courses and training personnel
Lab-specific safety orientation for undergraduates			✓		CEMS Lab Manager
Safe use of standard lab equipment	✓	✓	✓	✓	Instructor
Personal Protective Equipment	✓	✓	✓	✓	Instructor <i>or</i> CEMS Lab Manager
How to Solder	✓	**	**	**	Instructor <i>or</i> FabLab Workshop
Soldering Safety (online)	✓	**	**	**	Instructor <i>and</i> UVM online course
Electric Shocks & Burns – Causes & Prevention	✓	✓		✓	TBD

*Visiting students and researchers that plan to work in an EE lab; Not applicable to students and visitors on tours *unless there is work actively ongoing in the lab.*

**Required if working with chemicals or materials requiring ventilation during handling, specifically solder and soldering waste.

*** 'CEMS Emergency Response and Laboratory Safety Training' qualifies