

Eastern Michigan University

Laboratory-Specific Training Checklist

This checklist is to be completed prior to each employee working in the laboratory. The checklist is provided to laboratories to use as guidance for laboratory-specific training. Additional training should be added as needed. Please check all items on which the employee was trained. If a training is not applicable, please write N/A next to it.

Chemical Safety

- Inform employee of location and how to access the Chemical Hygiene Plan.
- Have employee read the Chemical Hygiene Plan.
- Show employee how to access SDSs for materials used in the laboratory.
- Have employee review laboratory SOPs or specific laboratory safe work practices.
- Identify required training for new employee working in the laboratory.
 - Biosafety
 - Bloodborne Pathogens
 - Emergency Procedures
 - Hazard Communication
 - Hazardous Waste
 - Laboratory Safety
 - Laser Safety
 - Radiation Safety
 - Safety Awareness
 - Other: _____

General Laboratory Safety

- Perform hands-on training for correct use of chemical fume hoods, biosafety cabinets, chemical storage cabinets, refrigerators and other equipment specific to the laboratory.
- Explain laboratory systems, including house gas, compressed air and vacuum.
- Explain the laboratory policy regarding proper laboratory attire (long pants, closed-toe shoes) and personal protective equipment (lab coat, safety goggles or glasses, protective gloves).
- Explain acceptable areas for food storage and consumption.

Emergencies

- Show the location and help employee understand the proper use of the eyewash stations and emergency safety showers.
- Explain reporting requirements for laboratory incidents and accidents.
- Show location of emergency contact information, University Police (7-1222).
- Show locations of fire alarm pull stations and fire extinguishers.
- Explain emergency evacuation routes from laboratory and assembly points.

Hazardous Waste

- Inform employee proper handling of broken glass, razor blades, needles and syringes.
- Explain labeling of hazardous waste with the words "Hazardous Waste" and with the contents of the container.
- Explain the storage of hazardous waste in compatible containers with tight fitting lid and away for sinks and drains.
- Explain how to handle and dispose of hazardous waste.

Biological Safety

- Identification of all biological hazards in laboratory.
- Review the Bloodborne Pathogen Program Exposure Control Plan.
- Explain the proper use of laboratory disinfectants.
- Instruction on the appropriate decontamination procedures.
- Instruction on the use, storage and disposal of biohazardous materials.
- Explain autoclave procedures for decontamination of biohazards waste.

Radiation Safety

- Location of Radiation Safety Officer’s name and number.
- Instructions on the use, storage and disposal of radioisotopes.
- Instructions on radioisotope record keeping.
- Review procedures for access to radioactive laboratory.
- Review procedures for wipe test.
- If utilizing the liquid scintillation counter, review procedures on how to operate.

Other Laboratory Specific Procedures (Please List Next to Boxes)

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- N/A

_____ was trained on the above laboratory-specific information.
PLEASE LEGIBLY PRINT TRAINEE NAME

Trainer: _____ Date: _____

I understand the contents, requirements and responsibilities outlined in these laboratory-specific training guidelines.

Employee/Student: _____ Date: _____
CIRCLE ONE