

University of Kentucky's Employee Laboratory-Specific Safety Training Record Form

Employee Name _____ Student/Employee ID # _____

Laboratory (Building and Lab(s)) _____

Principal Investigator _____

This checklist is provided to laboratories to use as guidance for lab specific safety training. Additional training can be added as needed. Once the training checklist has been completed please add to the Chemical Hygiene Plan.

Check when complete	Topic
Emergencies	
	Reporting procedures for medical, fire, or safety emergencies
	Basic building alarms, worker response to alarms, and evacuation procedures
	Location and use of emergency equipment such as eyewash stations, fire extinguisher, fire pull stations, safety showers, etc
	Reporting requirements for laboratory incidents and accidents, especially relating to personal injury
	Location and use of spill kit (for chemicals and biological), first aid kit
	Location of emergency contact information, including University Police (257-8573)
General Lab Safety	
	Contact information for lab personnel, stockroom, building operator
	Operations requiring prior P.I. approval
	Food and beverages are not to be consumed in the laboratories. Designated food storage and eating areas defined.
	Facility requirements (Door to laboratory closed, no gloves hands in hallways, use secondary transport containers)
	Storage of personal protective equipment (PPE) (gloves, lab coat, safety glasses)
	PPE work practices (closed toe shoes, no shorts, disposable gloves donning and doffing, hand washing, removal of lab coats before leaving the lab, etc.)
	Non-chemical physical and health hazards specific for lab (pumps, sonicators, etc.)
	Lab Specific Protocols/Standard Operating Procedures location and use
	Hazards and proper use of compressed gases and cryogenic materials
	Proper use of safety equipment such as fume hood, biosafety cabinet, glove boxes
	Proper handling of broke glass, razor blades, needles, syringes or other sharps
	Identification of all biological, chemical, radiological and other hazards within the laboratory
Chemical Safety	
	Location and access instruction for a copy of the laboratory chemical inventory, Chemical Hygiene Plan, and other safety information
	Safety Data Sheets location and use
	Highly hazardous chemicals used and the corresponding Standard Operating Procedures
	Methods to control exposure to highly hazardous chemicals
	Detection methods and observation that may be used to detect the presence or release of a hazardous chemical in the lab (odors, monitoring equipment, visual appearance) and appropriate actions if detected
	Hazardous chemical labeling system used in the lab

	Specific use of laboratory fume hoods and monitoring devices
	Chemical storage procedures (labeling and storage)
	Chemical spill procedure, including cleanup and reporting
	Identification of signs and symptoms associated with exposure to the hazards specific to the laboratory.
Hazardous Waste	
	Location of hazardous waste containers in spill trays, if possible, and separate from non-waste chemicals/solutions
	Appropriate labeling of hazardous waste with the words "Hazardous Waste" and with the contents and containers not dated until filled.
	Appropriate storage of hazardous waste (in a compatible container with a tight fitting lid and away from sinks and drains)
	When full, filled out Hazardous Waste ticket (E-trax) stored in appropriate area
Biological Safety	
	Applicable online training has been completed. (http://ehs.uky.edu/classes/classes_biosafety_0001.php)
	Location and review of the exposure control plan for blood borne pathogens, infectious agents, and/or recombinant materials (if in use)
	Location and proper use of laboratory disinfectants
	Signs and symptoms associated with exposure to the hazards specific to the laboratory, including any infectious agents or recombinant DNA and routes of potential exposure (skin contact, eye splash, etc.)
	Reporting requirements for laboratory incidents and accidents, especially resulting in personal injury or exposure to infectious agents and/or recombinant DNA (http://ehs.uky.edu/ohs/accident.php)
	Waste triage procedures (ex: disposal of biohazard waste vs. radiological or chemical waste vs. sharps) (http://ehs.uky.edu/docs/pdf/bio_waste_flowchart_0001.pdf)
	Autoclave procedures, particularly pertaining to decontamination of biohazard waste (http://ehs.uky.edu/docs/pdf/bio_le_autoclave_operations_and_verification_program_0001.pdf)
	Standard microbiological procedures and guidelines listed in HHS/CDC/NIH <i>Biosafety in Microbiological and Biomedical Laboratories</i> (BMBL) (http://www.cdc.gov/biosafety/publications/bmb15/)
	NIH Guidelines for Research Involving Recombinant DNA or Synthetic Nucleic Molecules (http://oba.od.nih.gov/rdna/nih_guidelines_oba.html)
Radiation Safety	
	Location of Radiation Safety Officer name and number
	Onsite, Initial, Basic and Advanced Training taken in order to be authorized to use radioactive materials
	Location of monthly wipe test
	Specific training needed to utilize analytical X-Ray equipment
	Laser Safety officer name and phone number

I have trained the employee on the above laboratory-specific information.

PI/Supervisor Signature _____ Date: _____

I understand the above laboratory-specific information that was presented by my PI/Supervisor. If I do not understand a procedure I will ask for clarification from my Supervisor or the Principal Investigator of the laboratory before I begin work.

Employee's Signature: _____ Date: _____