

Laboratory Specific Training Checklist

_____ **Laboratory** (Principal Investigator's name)

For _____ (Staff member's name)

Topic	Date
Applicable on-line training has been completed http://ehs.uky.edu/classes.html	
Location and availability of safety notebook	
Location and review of bloodborne pathogen exposure control plan	
Location of the spill kit, first aid kit	
Location of the step stool and safe practices for its use	
Location and proper use and preparation of laboratory disinfectants	
Identification of all biological, chemical, radiological, and other hazards in laboratory, The signs and symptoms associated with exposure to the hazards in the laboratory, including any infectious agents or recombinant DNA and how exposure can occur (i.e. skin contact, respiratory, eyes, etc)	
Work practices, personal protective equipment and emergency procedures to be used to ensure protection from the hazards with which employees and others work (i.e. closed toed shoes, lab coats buttoned, disposable gloves, wash hands after removal of gloves, etc.)	
How to use personal protective equipment and limitations of personal protective equipment	
How to use any equipment in the laboratory, particularly fume hoods, biological safety cabinets, and centrifuges	
Spill procedures for chemicals and biological materials	
Waste triage procedures and equipment	
Autoclave procedures, particularly pertaining to decontamination of biohazardous waste	
Standard microbiological procedures and procedures and guidelines in CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) http://www.cdc.gov/od/ohs/biosfty/bmbl4/bmbl4toc.htm	
NIH Guidelines for Research Involving Recombinant DNA http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html	
Evacuation routes from laboratory to outside meeting place for personnel and other emergency procedures	
Facility requirements (i.e. door to laboratory closed, temperature settings, no gloved hands in hallways, use of secondary transport containers)	
Chemical Hygiene Plan and disposal of hazardous chemicals	
Detection methods and observations that may be used to detect the presence or release of a hazardous chemical in the lab (e.g. odor, monitoring equipment, or visual appearance);	
Reporting requirements for laboratory incidents and accidents, especially relating to personal injury or exposures to infectious agents or rDNA http://ehs.uky.edu/ohs/accident.html	
Contact information for lab personnel, emergency personnel and services, building operator, departmental business manager	