Laboratory Safety Training – New Orientation Checklist

This checklist may be used to assist employers with the laboratory-specific training requirements outlined in the Laboratory Safety Standard.

- ☐ Introduction to laboratory-specific Chemical Hygiene Plan (CHP): Location and contents
- ☐ Review Chemical Inventory.
- ☐ Review location of MSDSs.
- ☐ Review emergency information: Spills, Personal Injury, Fire, and Power Failure.
  - ☐ Fire extinguisher
  - ☐ First aid supplies
  - ☐ Safety shower
  - ☐ Eye wash
  - ☐ Evacuation plans
- ☐ Basic Safety Rules
  - ☐ Note rules with special importance for your laboratory.
  - ☐ Identify specific areas for food consumption outside of the lab.
  - ☐ Review procedures for working after hours.
- ☐ Review Waste Handling Procedures.
  - ☐ Labeling
  - ☐ Packaging
  - ☐ Pick-ups
- ☐ Review procedures for chemical procurement, distribution, and storage.
- ☐ Review Standard Operation Procedures for use of hazardous materials
  - ☐ Storage (acid cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, etc.)
  - ☐ Personal Protective Equipment (PPE)
  - ☐ Location where certain procedure(s) may be performed (e.g., mechanical ventilation required)
  - ☐ Waste Disposal (aqueous, solid, biohazardous, and radioactive)
- ☐ Review procedures for use of compressed gas cylinders
- ☐ Protective Apparel and Equipment
  - ☐ Discuss when safety glasses, goggles, or face shields are required.
  - ☐ Discuss any need for other protective equipment.
  - ☐ Discuss selection of gloves.

☐ Housekeeping, Maintenance, and Inspections

- ☐ Discuss materials stored or frequently present on the floor.
- ☐ Discuss maintenance items for scientific equipment.
- ☐ Discuss formal and internal inspection programs.

☐ Exposure Monitoring

- ☐ Discuss PEL and TLV for chemicals in use and how to reduce employee exposure.
- ☐ Discuss building ventilation.
- ☐ Discuss use of fume hoods, biological safety cabinets or other mechanical ventilation systems.

☐ Review SOP for working with Biologically Hazardous Materials

- ☐ Review Exposure Control Plan if working with human blood or other potentially infectious materials.
- ☐ Discuss Biosafety Manual if working with recombinant DNA or infectious agents.
- ☐ Review Hepatitis B Vaccination Program.
- ☐ Review PPE, Housekeeping and Waste Disposal Procedures.

☐ Working with Radioisotopes

- ☐ Review Radiological Safety Practices.
- ☐ Review Dosimetry Program.

☐ Medical Program

- ☐ Review criteria for medical surveillance, as found in the UIUC Chemical Safety Guide.

☐ Training Program

- ☐ Discuss Unit-Specific, DRS and other training sessions.

☐ Additional Safety Session Topics

- ☐ Review recent incidents/accidents/injuries and how to prevent reccurrence.
- ☐ Review new equipment at least annually.
- ☐ Review new procedures at least annually
- ☐ Review results of recent inspections and how to correct problem areas.