

UW Laboratory Employee Safety Training Checklist

According to state/federal laws and University of Washington policy, Principal Investigators and laboratory supervisors are responsible for ensuring that all employees receive adequate training to understand the hazards present in their work area. This includes administrative personnel who handle lab chemicals for such tasks as receiving, inventory, and stocking. Training must occur prior to assignments involving potential exposure to chemicals. EH&S provides general training for most categories of hazards in the laboratory. EH&S strongly encourages and in some cases requires that employees take these classes since they cover topics that are specific to the University of Washington and Washington state. Laboratory staff must also receive training applicable to all UW employees such as an orientation to the department Health and Safety Plan, Emergency Evacuation and Operations Plan, etc.

Employee Name: _____ **Date:** _____

Supervisor Name: _____ **Date:** _____

Laboratory Specific Training		
<i>The below types of training are required for each laboratory staff person and are to be provided by the Laboratory P.I., Manager, or Chemical Hygiene Officer. Details about each subject are discussed in Section 7 of the UW Laboratory Safety Manual, online at http://www.ehs.washington.edu/manuals/lsm/index.shtm.</i>		
Have you received the following?		Date
Orientation to the content and location of the Chemical Hygiene Plan, including: <ul style="list-style-type: none"> • UW Laboratory Safety Manual • Lab specific Standard Operating Procedures • Other lab specific information 	<input type="checkbox"/> YES	
Methods for finding exposure limits	<input type="checkbox"/> YES	
Material Safety Data Sheets (MSDSs) and other safety references	<input type="checkbox"/> YES	
The hazards of the workplace and how to detect the presence or release of hazardous chemicals and the basic signs and symptoms of chemical overexposure	<input type="checkbox"/> YES	
Requirements for Personal Protective Equipment (PPE) and how to select, don, doff, and maintain it	<input type="checkbox"/> YES	
Proper disposal of all laboratory waste	<input type="checkbox"/> YES	
How to segregate and safely store chemicals in the laboratory	<input type="checkbox"/> YES	
How to safely clean up spills and respond to other emergencies	<input type="checkbox"/> YES	

EH&S Laboratory Safety Training	
<i>Answer the following questions. If YES, fill in the date when the training is completed. For more information about the classes, see http://www.ehs.washington.edu/psotrain/index.shtm or contact the EH&S Training Office at ehstrain@u.washington.edu or 206.543.7201.</i>	
	Date
Are you responsible for chemical safety in your laboratory?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the Laboratory Safety Standard Compliance class.	
Do you work with hazardous chemicals?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the Managing Hazardous Chemicals in the Workplace class.	
Will you be maintaining your laboratory chemical inventory?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the MyChem class.	
Do you need to wear a respirator on the job?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, follow the instructions at: http://www.ehs.washington.edu/ohsresp/index.shtm . REQUIRED	

Do you work in an Animal Biological Safety Level-2 or Biological Safety Level-2 Laboratory?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, recommend taking the ABSL/BSL-2 class.	
Will you work in an Animal Biological Safety Level-3 or Biological Safety Level-3 Laboratory?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, contact the EH&S Research and Biosafety Office at 206.221.7770 additional training may be required. REQUIRED	
Are you planning to work with Select Agents?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, contact the EH&S Research and Biosafety Office at 206.221.7770 additional training may be required. REQUIRED	
Do you work with human cells, tissue or body fluids?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the Bloodborne Pathogens for Researchers class (initial and annually thereafter.) REQUIRED	
Are you planning to use ionizing radiation?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, follow the instructions at: http://www.ehs.washington.edu/rso/index.shtm . REQUIRED	
Are you planning to use non-ionizing radiation?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, review the online information at: http://www.ehs.washington.edu/rsononion/index.shtm .	
Do you package, ship, and/or transport hazardous materials or infectious substances?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the Shipping and Transporting Hazardous Materials class biannually. REQUIRED	
Do you handle cylinders containing hazardous, toxic, or flammable compressed gases?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, you should take the Compressed Gas Safety class.	
Have you volunteered to be one of the First Aid and CPR staff for your lab?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the First Aid and CPR Certification class.	
Are you expected to use a fire extinguisher in the event of an emergency?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, take the Fire Extinguisher Training class annually. REQUIRED	

Additional Specific Training

Use this section for any additional safety training needed in your laboratory due to "unusual hazards" such as forklift operation, confined space entry, maintaining powered equipment [lockout/tagout], working at heights [fall protection], lifting safety, hydrofluoric acid, or perchloric acid fume hood use.

After all of the training has been completed have the new employee sign and date this form and save it in your laboratory training records.

Employee Name: _____ Date: _____