The Research Institute Lab Safety Training

To be completed in the laboratory as part of job specific training with the Principal Investigator or PI safety designee. Check when item has been reviewed with the employee. Maintain original copy in the laboratory for yearly safety reviews.

General Lab Safety and Emergency Procedures

- ❑ Appropriate attire for the lab
- ❑ Safety roles and responsibilities
- ❑ Use of eyewash and emergency shower
- ❑ Proper hygiene practices: no eating, drinking, chewing gum, application of cosmetics and/or contact lenses in the lab
- ❑ Fire procedures and notification (9-911)
- ❑ Injury/accident procedures and reporting
- ❑ Occupational Health Program enrollment
- ❑ Waste streams: glass, chemical, biohazard, sharps
- ❑ Location of training records
- ❑ Location and use of PPE (lab coat, eye protection, gloves, face shield, respiratory protection)
- ❑ Location of eyewash and safety shower in the specific lab area
- ❑ Location of fire extinguisher, pull station and emergency exit routes in the specific lab area

Chemical and Biological Safety Specific Awareness

- ❑ Chemical and biological spill procedures and notification
- ❑ Personal contamination/pathogen exposure procedures and reporting
- ❑ Security of biohazards if applicable
- ❑ Location and use of spill kits for the lab – spill cleanup procedures
- ❑ Daily disinfection routine for work areas
- ❑ Periodic disinfection procedures for equipment
- ❑ Name of certified shipper for your Center for biologicals, dry ice, infectious and diagnostic samples
- ❑ Access to IBCSC protocols for hazards in the lab
- ❑ Proper chemical storage for the chemicals present in the lab (flammables, acids, bases, oxidizers, etc)
- ❑ How to access the Chemical Hygiene Plan and Chemical Inventory on REX
- ❑ MSDS access
- ❑ Proper labeling of chemical containers
- ❑ Fume hood operation
- ❑ Proper chemical disposal methods
- ❑ Location of Institutional Biosafety Manual on REX
- ❑ Biosafety containment levels
- ❑ Proper Biological Safety Cabinet use
- ❑ Transport of biohazards within NCH and the Research Institute

- ❑ Awareness of **specific chemical hazards in the lab**: carcinogens (e.g. formaldehyde), mutagens (e.g. ethidium bromide), corrosives (e.g. hydrochloric acid), flammable liquids (e.g. ethanol) and others. Circle those that are applicable or list below:
  _____
  _____
- ❑ Location of hazardous chemical Standard Operating Procedures (SOPs) for chemicals listed above:
  _____
- ❑ Awareness and training on biohazard agents listed below:
  Biohazards Specific for this Laboratory: (List BSL-2 and above vectors, infectious agents, and human/non-human primate/large animal source material) _____
  _____
  _____
- ❑ Location of the Exposure Control Plan (if lab works with human source material): _____
- ❑ Awareness and training on other job specific hazards in the lab as applicable – check which apply:
  - Radioactivity: ____
  - Autoclaves: ____
  - Liquid Nitrogen: ____
  - Centrifuges – ultra and high speed: ____

Complete the reverse side of this page

- Other specific hazards (list): _____
  _____

Online safety training required for <u>ALL</u> wet lab/benchtop research employees and/or anyone with potential for exposure to chemicals or equipment listed below:

- ❑ **CITI Special Laboratory Hazards Safety Course**

Date of completion: _____

The CITI Special Laboratory Hazards course reinforces specific job hazards such as:

- Autoclave Safety
- Compressed Gases
- Cryogenic Liquids
- Fume Hood Safety
- Formaldehyde and the Formaldehyde Standard
- OSHA Lab Standard
- Safe Use of High Speed and Ultra Centrifuges

- ❑ **CITI Training for Investigators, Staff and Students Handling Biohazards**

The CITI Biohazard Course is required if your lab processes, possesses, stores, transports or is exposed to any BSL-1 or 2 agents, human, non-human primate or large animal source material (blood/fluids/tissue), or biological toxins, employees must complete online biosafety training within the first two weeks of employment (and take refresher training every 3 years).

Date of completion: _____

(Enter Not Applicable if your lab does not handle biological hazards.)

Topics covered in this training include:

- Biohazard Risk Assessment
- Laboratory-Associated Infections
- Medical Surveillance
- Work Practices
- Work Safely with Sharp Instruments
- Disinfection and Sterilization
- Personal Protective Equipment
- Engineering Controlsd
- Centrifuge Precautions
- Laboratory Design
- Emergency and Spill Response
- Labels and Engineering Controls
- Animal Biosafety

Retain original copy of this checklist in the lab for inspection by Research Safety.

THE ABOVE ITEMS WERE REVIEWED ON (DATE OF COMPLETION OF TRAINING): _____
EMPLOYEE NAME: _____ SIGNATURE: _____
LAB TRAINER NAME: _____ SIGNATURE: _____