



SITE SPECIFIC GENERAL TRAINING FOR NEW PERSONNEL

PURPOSE: This checklist is to assist the PI (Principal Investigator) in providing general training to all new personnel working in the laboratory. It is the PI's responsibility to ensure that all research laboratory personnel (employees, students, visiting researchers are trained).

Review the following, as applicable:

GENERAL ITEMS	Y	N	N/A
1. Location of lab-specific SOP's for the safe handling and use of hazardous materials and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lab-specific rules and requirements for working alone and after hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of equipment manuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Physical and health hazards identified for materials in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Signs and symptoms associated with exposures to hazards in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Procedures for using fume hoods, biosafety cabinets, gloveboxes etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location of emergency telephone numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Location of nearest fire extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Location of nearest eye-wash station and emergency shower.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Location of laboratory spill kit and how to use it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Reporting requirements for spills, injuries and incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Housekeeping expectations for lab areas and shared equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Location (online or hard copy) of TCU Safety Plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Location of required Personal Protective Equipment and any specialized PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. How to report incidents and accidents to the Office of Risk Management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Location of first aid kit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Evacuation route and rally point location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Location and contact information for Occupational Health and Student Health Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHEMICAL SAFETY	Y	N	N/A
1. Storage location of chemicals and their segregation by compatibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Requirements for labeling on primary and secondary containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use, storage and handling of gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Completion of Hazardous Waste Training and Laboratory Safety in Research and Education documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Location of chemical waste containers, use, labeling, compatibility and how to submit a waste pickup request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIOLOGICAL SAFETY	Y	N	N/A
1. Completion of Biological Safety and Bloodborne Pathogens Training documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Signs or symptoms associated with any infectious agents in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Decontamination and disinfection procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Disposal of biohazardous waste and how to submit a waste pickup request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proper use of an autoclave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Availability of Hepatitis B Vaccine for workers using human tissue and fluids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Additional lab specific vaccine recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RADIATION SAFETY	Y	N	N/A
1. Completion of Radiation Awareness Training documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completion of X-Ray Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Familiarity with radiological hazards, signs and symbols used in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Procedures for using the Radiation Log book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How to contact the Radiation Safety Officer in the event of a spill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use of Radiation badges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LASER SAFETY	Y	N	N/A
1. Completion of Laser Safety documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Familiarity with laser hazards and signage used in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Hazards associated with the specific lasers in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Procedure for safe alignment of lasers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use of barriers or beam –arresting devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lab controls and laser interlocks – location, use and rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. How to locate and select the correct eye protection for each laser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL HAZARDS (describe below)			

Employee / Student Name

PI / Supervisor/Trainer

Laboratory
