

Lab-Specific Safety Training Plan

Principal Investigator:

Date:

School or Department:

The OSHA Laboratory Safety Standard and the University's Chemical Hygiene Plan require all employees working in a laboratory to participate in a minimum of two courses:

1. Lab Safety provided by UNC Charlotte Environmental Health and Safety.
2. Lab-Specific Training provided by the lab Principal Investigator or their designee.

EHS provides employees the laboratory safety training upon initial hire and a refresher thereafter. Registration for this course can be accomplished by visiting the EHS training website.

This Lab-Specific Safety Training Plan checklist assists the PI or lab supervisor in providing lab-specific training. It is the PI's responsibility to ensure all research laboratory personnel and visitors are trained. This training must be provided initially, annually and anytime there is a major procedural change in the lab. Use this checklist as a guide. You must address all hazards that are applicable to your research, including biological, chemical, and radiation safety. There is an open section in this checklist to use for describing these specific hazards. Keep a signed copy as the training record for the employee's duration of employment in the lab.

Review the following:

General:	Yes	No	N/A
Lab-specific standard operating procedures for the safe handling and use of chemical, biological, and radioactive materials			
Physical and health hazards, both acute and chronic, associated with the materials			
Signs and symptoms associated with exposures to hazardous materials in the lab			
Methods and observation techniques to determine the presence or release of hazardous materials			
Precautions taken to mitigate hazards			
Location of signage including safety signs and emergency numbers			
How to properly clean-up your laboratory equipment and work areas			
Procedures for transporting hazardous materials safely across campus			
Location of EHS training classes			
Lab food and drink policy			

Chemicals:	Yes	No	N/A
Storage location of chemicals and their segregation by compatibility			
Requirements for chemical labeling on primary and secondary containers			
Use, storage and handling of gas cylinders and cryogenics			

Biological:	Yes	No	N/A
Annual Biosafety and Bloodborne Pathogen training for working with human materials			
Biosafety Manual and Exposure Control Plan and procedures			
Biological Decontamination and Spill Clean-up Plan			

Radiation:	Yes	No	N/A
General requirements posting, training and security			
Food and beverage prohibition			
Proper laboratory attire see PPE below			
Contamination surveys and instrumentation			
Radioisotope spills and emergencies			
Permit Holder responsibilities			
Radioisotope purchasing and transfer			
Radioactive waste management and disposal			
GM operation and survey protocol			
Record keeping requirements			
Personnel monitoring and dosimetry			
ALARA considerations			

Equipment:	Yes	No	N/A
Location and safe use of eyewash and shower			
Location and safe use of chemical fume hoods			
Location and safe use of Biological Safety Cabinet			
Proper use of other ventilation systems			
Safe and effective use of autoclaves			
Centrifuge safety			

Personal Protective Equipment:	Yes	No	N/A
PPE requirements for personnel			
Where personnel can obtain PPE and how to launder or dispose of after use			

Emergency Response:	Yes	No	N/A
Location of Emergency Response Guide			
Location of emergency equipment including spill kits, fire extinguishers and alarms			
Emergency shut-offs for water and gas in your laboratory			
Emergency procedures including evacuations and spill clean-up			
How to contact EHS in the event of an injury			

Waste:	Yes	No	N/A
Correctly labeling and storing hazardous chemical waste and waste containers			
Processes and locations for proper hazardous wastes disposal			
How to dispose of broken glass and prep glass bottles for recycling			
Procedures for disposal of highly toxic chemicals, carcinogens or chemotherapeutics			

Documentation:	Yes	No	N/A
Location of Material Safety Data Sheets and lab-specific SOPs			
Location of current lab safety documentation			
How to obtain training records			
How to obtain incident report forms			
Recent laboratory inspections and/or self-inspection			

Occupational Medical Surveillance:	Yes	No	N/A
How to get vaccinated and medically evaluated			
Location and contact information for the Campus Health			

Additional Site Specific Topics: Describe any additional topics covered during the training.

Training Record:

In accordance with the OSHA Laboratory Safety Standard and the University's Chemical Hygiene Plan, the individuals listed below have been provided with Lab-Specific Safety Training.

Printed Name

Signature

Date

I certify that the topics indicated on this training checklist were covered as applicable in this training session.

Instructor:

Signature:

Date of training: