

RESEARCH LABORATORY TRAINING CHECKLIST

Review Signs	Space Hazard Sign <input type="checkbox"/>	Chemical Storage, Carcinogens, Electrical hazards <input type="checkbox"/>
	Container labels for chemicals not in primary container <input type="checkbox"/>	
Chemical Hygiene Plan	Location of Plan and required to read prior to working in lab <input type="checkbox"/>	
IBC Protocol (if applicable)	Location of Protocol and required to read prior to working in lab <input type="checkbox"/>	
Safety Showers and Eyewash	Location and proper use <input type="checkbox"/> Do not block <input type="checkbox"/>	
Fire Safety	Location and proper use of Fire Extinguisher (PASS) <input type="checkbox"/> Do not block Fire Extinguisher or Electrical Panels <input type="checkbox"/>	
	Fire Doors remain closed. Do not prop open. <input type="checkbox"/> All flames must be attended <input type="checkbox"/>	
Gas Cylinders	Proper use and storage. <input type="checkbox"/> Must be capped when not in use. <input type="checkbox"/>	
Vacuum Flask (if applicable)	Proper use. Need to be wrapped. <input type="checkbox"/>	
Fume Hood	Proper use <input type="checkbox"/> Flow rate needs to be between 90 and 120 fpm <input type="checkbox"/>	
	Do not overcrowd and close sash when not in use <input type="checkbox"/>	
Bio-Safety Cabinet (if applicable)	Proper use <input type="checkbox"/> Ensure it has been certified annually prior to use. <input type="checkbox"/>	
Personal Protective Equipment	Identify hazards that may require protection, both chemical and physical <input type="checkbox"/>	
	Complete an accurate description of the tasks requiring PPE and review with student <input type="checkbox"/>	
	Provide proper PPE and train users on proper use and function of PPE <input type="checkbox"/>	
MSDS	Inform user of the chemical application, health hazards and physical properties prior to using a chemical <input type="checkbox"/>	
	Provide location of MSDS to the user and reiterate it is students responsibility to read and understand. <input type="checkbox"/>	
	Ensure only approved chemicals are used in the laboratory <input type="checkbox"/>	
Chemical Safety	Identification of hazards <input type="checkbox"/> Location of Chemical Incompatibility Chart <input type="checkbox"/>	
	Maintain accurate Chemical Inventory <input type="checkbox"/>	
	Date peroxide formers when opened. Do not store for more than one year. <input type="checkbox"/>	
	Select agent handling protocol and Controlled substance handling protocol (if applicable) <input type="checkbox"/>	
General Housekeeping	Work clean <input type="checkbox"/>	Do not store glass bottles on the floor <input type="checkbox"/>
	All storage must be 24" below ceiling <input type="checkbox"/>	No food or drinks in the lab <input type="checkbox"/>
Waste	Proper labeling for waste containers <input type="checkbox"/>	Proper segregation of incompatibles <input type="checkbox"/>
	Keep waste containers closed <input type="checkbox"/>	
	WFU Biohazard Waste Management Plan (if applicable) <input type="checkbox"/> Proper use and disposal of sharps and broken glass <input type="checkbox"/>	
Emergencies and Spills	Emergency contact list <input type="checkbox"/> University Police and EHS Office contact information <input type="checkbox"/>	
	Proper procedures for spills or emergencies <input type="checkbox"/>	
Lab Specific Hazards	Review all lab specific hazards (if applicable) – including Electrophoresis, Radiation Safety, Laser Safety, etc. <input type="checkbox"/>	
Laboratory Equipment	Review procedures for all standard laboratory equipment <input type="checkbox"/>	
Blood borne Pathogens (if applicable)	Review Exposure Control Plan <input type="checkbox"/>	Offer Hepatitis B Vaccine <input type="checkbox"/>

I have presented all above marked information to the individual listed below:

 Principle Investigator / Faculty Member

 Signature

 Date

I have received all above marked information from the Principle Investigator / Faculty Member indicated above:

 Laboratory Student

 Signature

 Date