UW LABORATORY-SPECIFIC SAFETY TRAINING RECORD

**Employee Name:**  **Start Date:**

**PI /Supervisor Name:**       **Lab location:**

**Chemical Hygiene Plan Trainings**

**Note**: PIs, CHOs and any staff in a supervisory role are required to complete Laboratory Safety Compliance and Laboratory Safety Practices trainings. Document with EH&S trainings.

|  |  |  |
| --- | --- | --- |
| **Chemical Hygiene Plan Component** | **Done** | **Date** |
| Orientation to the content and location of the:   * UW Laboratory Safety Manual * Lab-specific Standard Operating Procedures (SOPs) * Emergency contact numbers, including after-hours emergency contacts * Other lab-specific information, including work policies | YES |  |
| Methods for finding exposure limits | YES |  |
| Location of Material Safety Data Sheets/Safety Data Sheets (MSDSs/SDSs) and other safety references | 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 | YES |  |
| Requirements for Personal Protective Equipment (PPE) and how to select, don, remove, and maintain supplies | YES |  |
| Chemical storage practices in the laboratory | YES |  |
| Proper containment and disposal of all laboratory waste | YES |  |
| Location of laboratory emergency equipment: emergency showers, eyewashes, first aid kits, spill kits, fire extinguishers, etc. | YES |  |
| How to respond to spills, exposures, and other emergencies and report them in OARS | YES |  |

Note: All laboratory personnel, including students, are required to complete Managing Lab Chemicals training, including refresher training every three years. Document with EH&S trainings.

**Chemical Safety Trainings**

Is training for use of specific chemicals completed and documented on lab SOPs?  YES  NO

List chemical trainings below that are not documented on SOPs.

|  |  |  |
| --- | --- | --- |
| **Name of Chemical** | **Policies and Practices Reviewed** | **Date** |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |

**Equipment Safety Trainings**

Is training for use of specific equipment completed and documented on lab SOPs?  YES  NO

List specific equipment trainings below that are not documented on SOPs.

|  |  |  |
| --- | --- | --- |
| **Name of Equipment** | **Policies and Practices Reviewed** | **Date** |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |

**Laboratory-specific Procedure Trainings**

Is training for specific procedures completed and documented on lab SOPs?  YES  NO

List specific procedure trainings below that are not documented on SOPs.

|  |  |  |
| --- | --- | --- |
| **Name of Procedure** | **Policies and Practices Reviewed** | **Date** |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |

**Additional Laboratory-specific Trainings (confined spaces, lockout/tagout, HIPAA, human subjects protections, etc.)**

**Note**: Trainings required for work and conducted by departments/entities outside of EH&S or UW can also be listed here.

Is additional training for hazards or practices not listed in the previous sections completed and documented on lab SOPs?  YES  NO

List specific procedure trainings below that are not documented on SOPs*.*

|  |  |  |
| --- | --- | --- |
| **Name of Training** | **Policies and Practices Reviewed** | **Date** |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |
|  | YES |  |

*\*After initial trainings have been completed, have the new employee sign and date this form and save it in your laboratory training records. Update as new trainings are completed.*

**Employee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_