

# UW LABORATORY EMPLOYEE SAFETY TRAINING CHECKLIST

According to state/federal laws and University of Washington policy, Principal Investigators and laboratory supervisors are responsible for ensuring that all employees receive adequate training to understand the hazards present in their work area. This includes administrative personnel who handle lab chemicals for such tasks as receiving, inventory, and stocking. Training must occur prior to assignments involving potential exposure to chemicals. EH&S provides general training for most categories of hazards in the laboratory. EH&S strongly encourages and in some cases requires that employees take these classes since they cover topics that are specific to the University of Washington and Washington state. Laboratory staff must also receive training applicable to all UW employees such as an orientation to the department Health and Safety Plan, Emergency Evacuation and Operations Plan, Asbestos General Awareness, Violence Prevention, etc.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Laboratory Specific Training		
<i>The below types of training are required for each laboratory staff person and are to be provided by the Laboratory P.I., Manager, or Chemical Hygiene Officer. Details about each subject are discussed in <a href="#">Section 7 of the UW Laboratory Safety Manual</a>.</i>		
<b>Have you received the following?</b>		<b>Date</b>
Orientation to the content and location of the Chemical Hygiene Plan, including: <ul style="list-style-type: none"> <li>• UW Laboratory Safety Manual</li> <li>• Lab-specific Standard Operating Procedures (SOPs)</li> <li>• Other lab specific information</li> </ul>	<input type="checkbox"/> YES	
Methods for finding exposure limits	<input type="checkbox"/> YES	
Material Safety Data Sheets/Safety Data Sheets (MSDS/SDSs) and other safety references	<input type="checkbox"/> 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	<input type="checkbox"/> YES	
Requirements for Personal Protective Equipment (PPE) and how to select, don, doff, and maintain it	<input type="checkbox"/> YES	
How to segregate and safely store chemicals in the laboratory	<input type="checkbox"/> YES	
Proper disposal of all laboratory waste	<input type="checkbox"/> YES	
How to safely clean up spills and respond to other emergencies	<input type="checkbox"/> YES	

EH&S Laboratory Safety Training	
<i>Answer the following questions. If YES, fill in the date when the training is completed. For more information about the classes, see <a href="http://ehs.washington.edu/training">ehs.washington.edu/training</a> or contact the EH&amp;S Training Office at <a href="mailto:ehstrain@u.washington.edu">ehstrain@u.washington.edu</a> or 206.543.7201.</i>	
	Date
Are you responsible for chemical safety in your laboratory? <input type="checkbox"/> No <input type="checkbox"/> Yes   If Yes, take the <a href="#">Laboratory Safety Standard Compliance</a> class.	
Do you work with hazardous chemicals? <input type="checkbox"/> No <input type="checkbox"/> Yes   If Yes, take the online/classroom <a href="#">Managing Laboratory Chemicals</a> class. REQUIRED	
Do you need to wear a respirator on the job? <input type="checkbox"/> No <input type="checkbox"/> Yes   If Yes, follow the instructions at <a href="http://ehs.washington.edu/workplace/respiratory-protection">ehs.washington.edu/workplace/respiratory-protection</a> REQUIRED	
Do you work with any form of recombinant DNA, pathogenic microorganisms, human/non-human primate tissues or other biohazardous agents? <input type="checkbox"/> No <input type="checkbox"/> Yes   If Yes, take the <a href="#">Biosafety Training</a> class. (Initial and every three years thereafter) REQUIRED	

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Will you work in an Animal Biological Safety Level-3 or Biological Safety Level-3 Laboratory?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, contact EH&S Research and Occupational Safety at 206.221.7770 additional training may be required. REQUIRED
Are you planning to work with Select Agents?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, contact EH&S Research and Occupational Safety at 206.221.7770 additional training may be required. REQUIRED
Do you work with human cells, tissue or body fluids?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, take the online/classroom <a href="#">Bloodborne Pathogens for Researchers</a> class (Annual training) REQUIRED
Are you planning to use ionizing radiation?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, follow the instructions at: <a href="http://ehs.washington.edu/radiation/radiation-producing-devices">ehs.washington.edu/radiation/radiation-producing-devices</a> . REQUIRED
Are you planning to use non-ionizing radiation?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, contact EH&S Radiation Safety at 206.543.0463 additional training may be required. REQUIRED.
Are you planning to use class 3b or 4 Lasers with a power greater than 5 milliwatts (mW)?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, register for the <a href="#">Laser Safety Training</a> . REQUIRED
Are you expected to use a fire extinguisher in the event of an emergency?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, take the <a href="#">Fire Extinguisher Training</a> class (Annual training) REQUIRED
Do you package, ship, and/or transport hazardous materials or infectious substances?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, take the <a href="#">Shipping Hazardous Materials</a> class or if applicable, the "Online Shipping Biological Substance Category B" or the "Online Shipping Dry Ice with non-dangerous goods or Exempt Patient Specimens" (Initial and every two years thereafter) REQUIRED
Do you use a fume hood?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, you should take the <a href="#">online Fume Hood</a> class. (For more on fume hoods see <a href="http://ehs.washington.edu/research-lab/fume-hoods-use-inspection-and-maintenance">ehs.washington.edu/research-lab/fume-hoods-use-inspection-and-maintenance</a> )
Do you handle cylinders containing hazardous, toxic, or flammable compressed gases?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, you should take the <a href="#">Compressed Gas Safety</a> class.
Are you expecting to work with Hydrofluoric Acid?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, you should take the <a href="#">Hydrofluoric Acid Safety</a> class.
Have you volunteered to be one of the First Aid and CPR staff for your lab?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, take the <a href="#">First Aid and CPR Certification</a> class. (Initial and every two years thereafter) REQUIRED

### Additional Specific Training

Use this section for any additional safety training needed in your laboratory due to "unusual hazards" such as forklift operation, confined space entry, maintaining powered equipment [lockout/tagout], working at heights [fall protection], lifting safety, or perchloric acid fume hood use.

After all of the training has been completed, have the new employee sign/date this form and save it in your laboratory training records.

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