

## Laboratory Safety Training – New Lab Member Checklist

This checklist may be used to assist supervisors with laboratory-specific training for new lab members. Please reach out to Environmental Health and Safety for assistance.

- Basic laboratory safety
  - Review [UNO's Lab Safety Manual](#).
  - Review UNO's [Chemical Hygiene Plans](#) (CHP).
  - Assure new member has taken UNO's [Workplace Safety & Health](#) and [Laboratory Safety Trainings](#).
  - Review procedures for working after hours in the lab.
  - Review procedures for injury/accident reporting and incident [form](#).
- Review locations of emergency response equipment and information in the lab:
  - Fire extinguisher location(s).
  - First aid supplies location(s).
  - Safety shower location(s).
  - Eye wash location(s).
  - Lab spill kit location and contents.
  - Evacuation plans.
  - Fire alarm pull station location(s).
  - Emergency procedures (flip charts).
- Re view waste disposal procedures for common lab waste items (labeling, packaging, requesting pick-up):
  - Chemicals.
  - Radioactive (if applicable).
  - Pathogenic/Biohazard (if applicable).
  - Glass (uncontaminated).
  - Sharps (e.g., needles/razor blades.)
  - Carcasses (if applicable).
- Work involving chemical hazards:
  - Review how to access Safety Data Sheets (SDSs)
  - Demonstrate how to access the lab's chemical inventory.
  - Review chemical storage requirements (compatible storage, corrosives cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, etc.).
  - (If applicable) Review handling procedures for particularly hazardous substances (PHS).
- Personal protective equipment
  - Discuss required PPE for various lab work, plus additional PPE for specific tasks.
  - Review where PPE is stored in the lab.
  - Discuss use of fume hoods, biological safety cabinets or other mechanical ventilation systems.
  - (If applicable) If multiple types of the same PPE are available, discuss which type corresponds with which task.
  - (If applicable) If a respirator is required for work, arrange for evaluation, training, and fit testing through EHS.
- Housekeeping, maintenance, and inspections
  - Discuss cleaning procedures for the lab.
  - Review any routine maintenance procedures of the lab's equipment that staff are required to perform. (Ex: PMs, checks, routine maintenance, etc.).
- Exposure monitoring/medical surveillance
  - Discuss signs and symptoms of exposure to hazardous materials/substances used in the lab.

- Review criteria for medical surveillance, as found in the UNO Chemical Hygiene Plan.
- Discuss the need for employee to inform health care provider of hazardous substances used in the lab, particularly in instances of immunocompromised status.
- Working with pathogenic or recombinant/synthetic materials (Not Applicable ).
  - Review standard microbiological practices; use of biosafety cabinet if applicable.
  - If work involves human blood, other human-derived or non-human primate derived materials, contact Biosafety Officer to enroll in [Bloodborne Pathogens Program](#).
  - If recombinant or synthetic DNA is used, review procedures for spills, exposures, and reporting requirements.
  - Review [UNO Biosafety Manual](#) and lab-specific biosafety manual for BSL-2 labs.
- Working with radioisotopes (Not Applicable ).
  - Contact Radiation Safety Officer for enrollment into program.
- Working with animals (Not Applicable ).
  - Contact Animal Care Services if personnel will have animal contact.
  - Determine employee classification and enrollment requirements.
  - If a respirator is required for work, arrange for evaluation, training, and fit testing through EHS.
  - PI should educate lab members not working with animals on potential hazards.
- Additional lab-specific hazards, processes, and equipment that require review (list all on the lines below):
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*I certify the above items have been reviewed with me and I agree to take responsibility for maintaining a safe laboratory environment.*

Lab member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Training record should be updated as new areas become relevant; initial and date next to checkboxes for training provided after initial date. Keep a copy of this document and send a copy to EHS.