

**EMPLOYEE TRAINING CHECKLIST
- LABORATORY SAFETY -**

Under the Injury and Illness Prevention Program supervisors are responsible for ensuring that their employees have been trained in safe work procedures and for documenting the safety training received while employed. Training can occur on an individual or group, formal or informal basis, and should be provided to: new employees; employees given new job assignments for which training has not previously been received; and when new or previously unrecognized hazards become evident for which employees are not trained.

In an effort to assist supervisors/principal investigators with this requirement, Environmental Health and Safety conducts and documents a Laboratory Safety Course.

The supervisor/principal investigator is responsible for documenting lab-specific training.

Completion and maintenance of this training form is the responsibility of the lab supervisor.

Employee Name: _____ Job Title: _____

Supervisor Name: _____ Job Title: _____

GENERAL TRAINING

On (date) _____, the above named employee attended the general Laboratory Safety Course conducted by the EH&S Laboratory Safety Specialist, in which the employee received training in the following:

OSHA Laboratory Safety Standard and HSU Chemical Hygiene Plan (CHP) elements including:

Administrative:

Employee Rights and Responsibilities

Role of Graduate Students, Dept Safety Coordinator and EH&S

Regulations/Policies (inc. Injury & Illness Prevention Program)

Safety Information Resources

Hazard Reporting Form

Laboratory Hazards:

Toxicology

Chemical Hazard Classes

Materials Safety Data Sheets

Controls (Fume Hoods, Personal Protective Equip)

Fire Safety
Physical Hazards
Biological Hazards

Laboratory Safety Management:
Hazardous Waste Disposal
Emergency Response

Class Exam:
Passed Failed Not Applicable _____ EH&S Initials

PLEASE NOTE:

If the EH&S general Laboratory Safety Course was not attended, the supervisor/principal investigator is responsible for ensuring that the employee is trained in the above subjects as applicable to job.

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE SUPERVISOR/PRINCIPAL INVESTIGATOR.

The employee has received training in the following:

Location and contents of the lab's Chemical Hygiene Plan and lab-specific section of Plan (Plan must be readily accessible to all lab employees, recommend maintaining inside lab area)

Contents of Department Emergency Operations Plan (inc. fire extinguishers, exit routes, evacuation procedures, etc., generally provided in lab safety manual)

Availability of Material Safety Data Sheets (MSDSs)

Accident/Injury Reporting Procedures (forms generally available in departmental office)

The employee has received training in the following laboratory safety practices, (including research group-specific Standard Operating Procedures located in the lab's Chemical Hygiene Plan) as applicable to job:

_____ Procedure	_____ Date Trained	_____ Trainer's Initials
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I understand the training that I have received and agree to comply with safe work practices.

_____ Employee's Signature	_____ Date
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_____ Supervisor's Signature	_____ Date
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