

## Laboratory Safety Training – New Lab Member Checklist

This checklist may be used to assist supervisors with laboratory-specific training for new lab members.

- Basic laboratory safety
  - Review Boise State Lab Safety Policy 9140 (link)
  - Review lab specific safety manual
  - Review safe lab practices (proper attire, handwashing, no pets allowed etc.)
  - Identify designated areas for food consumption/storage outside of the lab
  - Review procedures for working after hours
  - Review procedures for incident/accident first aid, reporting, and incident form and QRC signs
  
- Review emergency information: evacuation, spills, injury, fire, and power failure
  - Fire extinguisher
  - Lab spill kit
  - First aid supplies
  - Evacuation plans
  - Safety shower
  - Fire alarm pull stations
  - Eye wash
  - Emergency procedures (building and lab specific)
  
- Review waste handling procedures (labeling, packaging, SAA's, Haz waste pickup request)
  - Chemicals
  - Broken Glass (uncontaminated)
  - Radioactive
  - Sharps (e.g., needles/razor blades)
  - Pathogenic/Biohazard
  - Carcasses
  - Medical
  - Universal (light bulb, batteries, etc.)
  
- Work involving chemical hazards
  - Introduction, location and contents of BSU and lab-specific Chemical Hygiene Plans (CHP)
  - Review location of lab's Safety Data Sheets (SDSs)
  - Review Chemical Inventory
  - Review procedures for chemical procurement and distribution
  - Storage (compatible storage, corrosives cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, glove box for pyrophoric materials, etc.)
  - Location where certain procedure(s) may be performed (e.g., fume hood)
  
- Personal protective equipment
  - Discuss required PPE for various lab work, plus additional PPE for specific tasks
  - Review selection and proper use of gloves (& manufacturer's guidance)
  - If a respirator is required for work, arrange for evaluation, training, and fit testing through CaLS
  
- Housekeeping, maintenance, and inspections
  - Discuss materials stored or frequently present on the floor
  - Discuss maintenance of scientific equipment
  - Review maintenance of lab's safety equipment: weekly flushing of eyewash, monitoring gauges on fume hoods, biosafety cabinets, glove boxes, keeping safety showers and electrical panels accessible, etc.)

- Exposure monitoring/medical surveillance
  - Discuss PEL and TLV for chemicals in use and how to reduce employee exposure
  - Discuss use of fume hoods, biological safety cabinets or other mechanical ventilation systems
  - Review criteria for medical surveillance, as found in the BSU Chemical Hygiene Plan ([link](#))
  - 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
  - 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 (Citi)
  - If recombinant or synthetic DNA is used, review procedures for spills, exposures, and reporting requirements
  - Review BSU Biosafety Manual and lab-specific biosafety manual for BSL-2 labs
  
- Working with radioisotopes
  - Contact Radiation Safety Officer for enrollment into program
  - Review Radiological Safety Manual (pending)
  - Review Dosimetry Program (pending)
  
- Working with animals
  - Review the Occupational Health and Safety Program Manual; contact Animal Care Services if personnel will have animal contact
  - Determine employee classification and enrollment requirements
  - PI should educate lab members not working with animals on potential hazards
  
- Additional lab-specific hazards
  - Review applicable topics such as liquid nitrogen, lasers, controlled substances
  - Discuss ongoing laboratory training (e.g., review of incidents/accidents/injuries and how to prevent recurrence)
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

*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 name/signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's name/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.

\*\* This checklist should be kept in the lab safety manual for as long as the listed member is a member of the lab group