

## Safety Training Checklist

Check off the safety training provided, sign, and return to Barabara McCaffrey. ALL workers at the Institute must receive safety training BEFORE they are allowed to work at the Institute. This includes but is not limited to: post doctoral fellows, graduate students, visiting scientists, technicians and summer students. **Principle investigators MUST** provide appropriate safety training and complete this checklist.

### **General Safety** (Must be provided to all personell):

- \_\_\_ Use of halon system, including how to intentionally trigger halon system and how to abort an unwanted halon release.
- \_\_\_ Location of fire extinguishers and fire blankets (when provided) in the laboratory and their appropriate use.
- \_\_\_ Location of first aid boxes.
- \_\_\_ Appropriate laboratory dress for the individual laboratory: shoes, lab coats, safety glasses, goggles, gloves.
- \_\_\_ Special, laboratory specific safety issues: gas cylinders, magnets, chemicals, lasers.
- \_\_\_ Locations for consumption and storage of food and beverages.
- \_\_\_ Location and use of emergency oxygen packs.
- \_\_\_ Fire drill and emergency evacuation procedures.
- \_\_\_ All visitors must be supervised in the laboratory and shop areas.
- \_\_\_ Emergency phone numbers.

### **Chemical Safety:**                    I will    I will not                    use chemicals.

- If the worker will use chemicals the following training must be provided:
- \_\_\_ Read and understand the Chemical Hygiene Plan (available on the web).
  - \_\_\_ Locations and use of eye washes, laboratory showers and 2<sup>nd</sup> floor showers.
  - \_\_\_ Hazardous Waste Disposal
  - \_\_\_ How to clean up chemical spills.
  - \_\_\_ Location of chemical safety equipment  in the laboratory  on the 3<sup>rd</sup> floor.
  - \_\_\_ Safety procedures for handling chemicals. Hoods, laboratory glasses, solvent transport, laboratory-specific procedures (such as HF, rotovaps, HPLC)
  - \_\_\_ Location and use of MSDS sheets.
  - \_\_\_ Chemical safety information available in the laboratory and in the library.
  - \_\_\_ Identity of institute members who can provide help in the event of a chemical emergency.

**Biological Safety:** I will  I will not  use recombinant DNA.

\_\_\_ All workers using biological materials at the Institute must receive laboratory specific instruction in the use of biological materials.

If the worker will use recombinant DNA the following training must be provided:

\_\_\_ Standard biological practices.

\_\_\_ Use of the autoclave.

\_\_\_ Disposal of biological materials

\_\_\_ Clean up of biological spills.

\_\_\_ Procedures for initiating recombinant DNA projects.

\_\_\_ The worker must read the Biological Safety Plan (available on the web).

\_\_\_ The worker certification form must be filled out.

\_\_\_ The worker certification form must be signed by the Biological Safety Officer.

**I have read the contents of the Rowland Institute for Science Chemical Hygiene Plan, available on the Rowland web site. I understand the hazards associated with the chemicals in use in my work area and the precautions to be taken to ensure a safe and healthy work environment. I have received the training checked above.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**As the supervisor/collaborator of the above-named person, I certify that she/he has received safety training appropriate to the laboratory as checked above.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_