HAZARD-SPECIFIC/LABORATORY-SPECIFIC TRAINING RECORD

The School of Engineering requires documentation that all students working in laboratories and shop receive hazard-specific training. This training is provided by the Principle Investigator (PI) or their designee. It is the PI’s responsibility to ensure that all personnel (faculty, staff, students, visitors) working in the laboratory or shop is trained.

TRAINING ________________________________ DEPARTMENT_______

The following checklist will assist the PI in providing and documenting training consistent with the OSHA Laboratory Safety Standard and the School of Engineering Safety policies.

GENERAL:

1. Hazard Identification (biological, chemical, mechanical, electrical) ○ ○ ○
2. Standard Operating Procedures (SOPs) for handling hazardous materials ○ ○ ○
3. Physical and health hazards associated with materials ○ ○ ○
4. Signs and symptoms associated with exposure to hazardous materials ○ ○ ○
5. Housekeeping Procedures ○ ○ ○
6. Lab Manager Contact Information ○ ○ ○
7. Lab Access and Working Alone Policy ○ ○ ○
8. Location of Material Safety Data Sheets (MSDS) and SOPs ○ ○ ○

BIOLOGICAL:

1. Exposure Control Plan ○ ○ ○
2. Decontamination and disinfection procedures ○ ○ ○
3. Biohazard and Toxin Decontamination and Spill Clean-up ○ ○ ○

CHEMICAL:

1. Storage Location of chemicals (segregation and compatibility) ○ ○ ○
2. Requirements for chemical labeling on primary and secondary containers ○ ○ ○
3. Use, storage and handling of gas cylinders and cryogenics ○ ○ ○
4. Exposure monitoring (if necessary) ○ ○ ○

MECHANICAL AND ELECTRICAL:

1. Lock-out/ Tag-out Procedures ○ ○ ○
2. Machine operation ○ ○ ○
3. Location of Power sources and Electrical Panels ○ ○ ○

PERSONAL PROTECTIVE EQUIPMENT:

1. PPE requirements for personnel (selection, maintenance and use) ○ ○ ○
2. How PPE can be obtained and how to dispose of PPE after use ○ ○ ○
WASTE STORAGE AND DISPOSAL:
1. Proper waste disposal procedures
   Yes  No  NA
2. How to complete EHS/RM form and request hazardous waste pick-up
   Yes  No  NA
3. Correctly labeling and storing hazardous waste and waste containers
   Yes  No  NA

EMERGENCY RESPONSE:
1. How to respond to accidental exposure or injury
2. Location of emergency equipment (spill kits, fire extinguisher, alarms)
3. Location and use of first aid kits, eye wash stations and safety showers
4. Evacuation Procedures
5. Incident Reporting procedures

ADDITIONAL TOPICS:

CERTIFICATION:
The individuals listed below have attended a training session covering the topics indicated in the training checklist.

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I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.

PI or Designee: ____________________________  ____________________________

Print  Signature

Date of Training: ____________________________  Location: ____________________________

Please keep the original record in the laboratory or department and provide a copy to the School of Engineering Safety Coordinator.