

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:	Yes	No	NA
1. Hazard Identification (biological, chemical, mechanical, electrical)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Standard Operating Procedures (SOPs) for handling hazardous materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Physical and health hazards associated with materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Signs and symptoms associated with exposure to hazardous materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Housekeeping Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Lab Manager Contact Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Lab Access and Working Alone Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Location of Material Safety Data Sheets (MSDS) and SOPs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BIOLOGICAL:			
1. Exposure Control Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Decontamination and disinfection procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Biohazard and Toxin Decontamination and Spill Clean-up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CHEMICAL:			
1. Storage Location of chemicals (segregation and compatibility)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Requirements for chemical labeling on primary and secondary containers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Use, storage and handling of gas cylinders and cryogenics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Exposure monitoring (if necessary)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MECHANICAL AND ELECTRICAL:			
1. Lock-out/ Tag-out Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Machine operation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Location of Power sources and Electrical Panels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERSONAL PROTECTIVE EQUIPMENT:			
1. PPE requirements for personnel (selection, maintenance and use)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. How PPE can be obtained and how to dispose of PPE after use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- WASTE STORAGE AND DISPOSAL:
- | | Yes | No | NA |
|--|-----------------------|-----------------------|-----------------------|
| 1. Proper waste disposal procedures | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. How to complete EHS/RM form and request hazardous waste pick-up | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Correctly labeling and storing hazardous waste and waste containers | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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

ADDITIONAL TOPICS:

CERTIFICATION:

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

NAME		UNIVERSITY ID	DATE
Print	Signature		
1.			
2.			
3.			
4.			
5.			
6.			

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.