

## Lab Specific Training and Checklist for New Lab Workers

On the first day of work, prior to commencement of work activities involving hazardous materials (chemical and biological), all new lab workers are required to receive Lab Specific Safety training. This lab specific training does not need to be performed all at the same time. Emergency procedures and general lab safety procedures must be covered when the new worker starts. Other items can be covered when the new worker begins that procedure.

This training is to be conducted by the Principal Investigator (P.I.), Faculty member, or designee. A new lab worker is a new hire, new student or a transfer into a department from within the university. This includes administrative personnel who handle hazardous materials for such tasks as receiving, inventory, and stocking. According to state and federal laws, Principal Investigators and laboratory supervisors are responsible for ensuring that all lab workers receive adequate training to understand the hazards present in their work area. As part of normal interactions with laboratory workers, the supervisor should train them in the safe and proper practices for the procedures they use and any lab-specific safety measures they may take to protect themselves from exposure to hazardous materials, including the location and use of emergency equipment.

Environmental Health & Safety (EHS) provides general training for all University personnel. Currently, EHS uses an online training program "Roger's Learning System" to meet this requirement. Information can be found at <https://www.tnitech.edu/planning-and-finance/safety/>

The courses that you may need to take include, but are not limited to:

- Lab Safety (online)
- PPE (online)
- Fire Extinguisher (online)
- Bloodborne Pathogens (online)\*
  - Requires a separate site specific training record\*
- RCRA (online)
  - Review of the Hazardous Waste and Satellite Accumulation Area Guide [https://www.tnitech.edu/files/safety/HAZARDOUS\\_WASTE\\_MANAGEMENT\\_AND\\_SAA.pdf](https://www.tnitech.edu/files/safety/HAZARDOUS_WASTE_MANAGEMENT_AND_SAA.pdf)
- Regulated Medical Waste Management (available as PDF)
- Compressed Gases (available as PDF)

This checklist is provided to laboratories to use as guidance for lab specific safety training. Additional training items can be added as needed. It is to be kept in the lab and not returned to EHS.

Please contact EHS at 372-3587 if you have any Laboratory Safety questions.

Principal Investigator/Faculty name \_\_\_\_\_

Employee Name: \_\_\_\_\_ T# \_\_\_\_\_

Position/Title \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

| Initials                  | Topic   |
|---------------------------|---|
| <b>EMERGENCIES</b>        |   |
|                           | Reporting procedures for medical, fire or safety emergencies  |
|                           | Basic building alarms, worker response to alarms, and evacuation procedures   |
|                           | Emergency Evacuation Plan including: exits, evacuation routes and designated meeting locations  |
|                           | Location of emergency equipment such as eyewash stations, fire extinguishers, fire pull stations, safety showers, etc;  |
|                           | Reporting requirements for laboratory incidents and accidents, especially relating to personal injury   |
|                           | Location and use of spill kit, first aid kit  |
|                           | Location of emergency contact information, including University Police (372-3234)   |
| <b>GENERAL LAB SAFETY</b> |   |
|                           | Contact information for lab personnel   |
|                           | Operations requiring prior P.I./Faculty approval  |
|                           | Food and beverages are not to be consumed in laboratories. Designated area for food and drink   |
|                           | Facility requirements (i.e. door to laboratory closed, no gloved hands in hallways, use of secondary transport containers)  |
|                           | Where personal protective equipment (PPE: gloves, glasses, lab coat) is stored in the lab   |
|                           | When to use PPE, including proper eye protection, for specific tasks  |
|                           | PPE work practices (i.e. closed toed shoes, lab coats buttoned, disposable gloves, wash hands after removal of gloves, removal of lab coats before leaving the lab, etc.) |
|                           | Non-chemical physical and health hazards specific for lab   |
|                           | Lab Specific Protocols/Standard Operating Procedures (includes safety requirements)   |
|                           | Hazards and proper use of compressed gases and cryogenic material   |
|                           | How to use any equipment in the laboratory, particularly fume hoods, biological safety cabinets, centrifuges, etc.  |

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|--------------------------|---|
|                          | Proper handling of broken glass, razor blades, needles, syringes or other sharps  |
| <b>CHEMICAL SAFETY</b>   |   |
|                          | Location and access instructions for a copy of the laboratory chemical inventory  |
|                          | Chemical Hygiene Plan, and other safety information   |
|                          | Safety Data Sheets (SDS) location and use   |
|                          | Highly hazardous chemicals used and their corresponding Standard Operating Procedures (SOP's) or Protocols  |
|                          | Methods to control exposure to highly hazardous chemicals   |
|                          | Detection methods and observations that may be used to detect the presence or release of a hazardous chemical in the lab (e.g. odor, monitoring equipment, or visual appearance) and what action to take if detected  |
|                          | Hazardous chemical labeling system used in the lab  |
|                          | Specific use of laboratory hoods and other engineering controls   |
|                          | Chemical storage procedures   |
|                          | Review of the Hazardous Waste and Satellite Accumulation Area Guide. Training must be documented for all employees on the last page.<br><a href="https://www.tntech.edu/files/safety/HAZARDOUS_WASTE_MANAGEMENT_AND_SAA.pdf">https://www.tntech.edu/files/safety/HAZARDOUS_WASTE_MANAGEMENT_AND_SAA.pdf</a> |
|                          | Location of chemical waste containers, use, labeling and compatibility (Hazardous waste management and disposal procedures)   |
|                          | Chemical spill procedures, including cleanup and reporting  |
| <b>BIOLOGICAL SAFETY</b> |   |
|                          | Identification of all biological hazards in laboratory  |
|                          | Location and review of biosafety and bloodborne pathogen exposure control plan  |
|                          | Laboratory Biosafety Level and standard microbiological procedures and guidelines in CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)<br><a href="http://www.cdc.gov/od/ohs/biosfty/bmb15/bmb15toc.htm">http://www.cdc.gov/od/ohs/biosfty/bmb15/bmb15toc.htm</a>                     |
|                          | The signs and symptoms associated with exposure to infectious agents or recombinant DNA, routes of exposure and procedures for reporting suspected laboratory acquired infections   |
|                          | Location and proper use and preparation of laboratory disinfectants   |
|                          | Regulated Medical Waste disposal procedures and equipment (Contact EHS)   |
|                          | Autoclave procedures, particularly pertaining to decontamination of regulated medical waste   |
|                          | Biological material spill procedures, including cleanup and reporting   |

| <b>OTHER SITE SPECIFIC HAZARDS</b> |  |
|------------------------------------|--|
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|                                    |  |

Your signature confirms that all items noted above have been communicated during a training session administered by the Principal Investigator or Laboratory Trainer and that you had the opportunity to ask questions.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Training administered by: \_\_\_\_\_

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

The new lab worker should initial and date each item when the topic is covered. After all of the training has been completed, have the new lab worker sign and date this form and save it in your laboratory training records.