

APPENDIX B-2
(NEW) EMPLOYEE TRAINING CHECKLIST
- LABORATORY SAFETY -

Under the Injury and Illness Prevention Program supervisors are responsible for ensuring that their employees have been trained in safe work procedures and for documenting the safety training received while employed. Training can occur on an individual or group, formal or informal basis, and should be provided to: new employees; employees given new job assignments for which training has not previously been received; and when new or previously unrecognized hazards become evident for which employees are not trained.

In an effort to assist supervisors/principal investigators with this requirement, Environmental Health and Safety conducts a Laboratory Safety Course and documents this training in Section A of this form. The supervisor/principal investigator is responsible for documenting lab-specific training in Section B of this form. This form is also located in the "Chemical Hygiene Plan," Section 2.2.

Completion and maintenance of this training form is the responsibility of the lab supervisor.

Employee Name: _____ Job Title: _____

Supervisor Name: _____ Job Title: _____

SECTION A: GENERAL TRAINING

**THE FOLLOWING SECTION IS TO BE COMPLETED BY
ENVIRONMENTAL HEALTH & SAFETY (EH&S).**

On (date) _____, the above employee attended the general Laboratory Safety Course conducted by the EH&S Laboratory Safety Specialist, in which the employee received training in the following:

OSHA Laboratory Safety Standard and HSU Chemical Hygiene Plan (CHP) elements including:

Administrative:

- _____ Employee Rights and Responsibilities
- _____ Role of Graduate Students, Dept Safety Coordinator and EH&S
- _____ Regulations/Policies (inc. Injury & Illness Prevention Program)
- _____ Safety Information Resources
- _____ Hazard Reporting Form

Laboratory Hazards:

- _____ Toxicology

- _____ Chemical Hazard Classes
- _____ Materials Safety Data Sheets
- _____ Controls (Fume Hoods, Personal Protective Equip)
- _____ Fire Safety
- _____ Physical Hazards
- _____ Biological Hazards

Laboratory Safety Management:

- _____ Hazardous Waste Disposal
- _____ Emergency Response

Class Exam:

_____ Passed _____ Failed _____ Not Applicable _____ EH&S Initials

PLEASE NOTE:

If the EH&S general Laboratory Safety Course was not attended, the supervisor/principal investigator is responsible for ensuring that the employee is trained in the above subjects as applicable to job.

Please continue to Section B

SECTION B: LAB-SPECIFIC TRAINING

**THE FOLLOWING SECTION IS TO BE COMPLETED BY
THE SUPERVISOR/PRINCIPAL INVESTIGATOR.**

The employee has received training in the following:

- _____ Location and contents of the lab's Chemical Hygiene Plan and lab-specific section of Plan (Plan must be readily accessible to all lab employees, recommend maintaining inside lab area)
- _____ Contents of Department Emergency Operations Plan (inc. fire extinguishers, exit routes, evacuation procedures, etc., generally provided in lab safety manual)
- _____ Availability of Material Safety Data Sheets (MSDSs)
- _____ Accident/Injury Reporting Procedures (forms generally available in departmental office)

The employee has received training in the following laboratory safety practices, (including research group-specific Standard Operating Procedures located in the lab's Chemical Hygiene Plan) as applicable to job:

Procedure

Date Trained

Trainer's Initials

I understand the training that I have received and agree to comply with safe work practices.

Employee's Signature

Date

Supervisor's Signature

Date

This form is to be filed in the principal investigator's Chemical Hygiene Plan.
Please provide Dept. Safety Coordinator a copy of this form.