

Safety Training Checklist

Check off the safety training provided, sign, and return to Angela Healy.
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 2nd floor showers.
 - ___ Hazardous Waste Disposal
 - ___ How to clean up chemical spills.
 - ___ Location of chemical safety equipment in the laboratory on the 3rd 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.