

## Lab Training Checklist for New Lab Worker

PI/Lab Supervisor should discuss the following statements/questions with any new lab worker (employees and students working in the lab) before they start work in the laboratory. When completed and all signatures have been obtained, this checklist should be kept as part of laboratory documentation.

<b>Name:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Department:</b>
<b>Principal Investigator/Supervisor:</b>	<b>Chemical Safety Permit #:</b>
<b>Biosafety Permit #:</b>	<b>Internal Radioisotope Permit #:</b>
<b>X-ray Permit #:</b>	<b>Laser Inventory #:</b>
<b>Building(s) and Room #(s):</b>	

Scope of Lab Work		
Yes	N/A	
		PI/Supervisor has discussed the nature of the research/project being conducted in the laboratory.
		PI/Supervisor has discussed hazardous components of the research including reference to the following as applicable.
		Chemicals
		Biologicals
		Physical Hazards (including temperature, electrical, lifting/ergonomic, high/low pressure, sharps, equipment pinch points)
		Radioactive Materials
		Radiation Emitting Devices (REDs) or X-ray Equipment
		Lasers

Chemical Safety		
Yes	N/A	
		Identified the location of Safety Data Sheets (SDS) and chemical inventories to the lab worker and demonstrated methods of access.
		Provided worker with information on location of EHSO online Chemical Safety page.

Biological safety		
Yes	N/A	
		Identified immunization requirements for lab workers working with or near vaccine-preventable human or animal pathogens or potentially infectious material. Contact EHSO (204-474-6633) if you require assistance with this risk assessment.
		Discussed the need for the lab worker to inform health care providers of the laboratory research being performed during a medical visit, or an incident or post-exposure incident. This includes a review of the Post Exposure Protocol.

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Lab-specific Safe Work Procedures		
Yes	N/A	
Reviewed the site-specific laboratory safety requirements with the lab worker:		
		Working alone plan
		Site-specific waste procedures
		EHSO lab posters located within the lab as well as the WHIP on door
Site-specific waste procedures and locations of the Lab Waste Charts been identified and explained to the lab worker:		
		Solvents
		Acids/bases
		Radioactive material
		Sharps/broken glass
		Biohazardous material
		Animal carcasses
Safe use of Lab Equipment been reviewed?		
		Fume hoods
		Biological Safety Cabinets (BSCs)
		Flammable Storage Cabinets

Personal Protective Equipment (PPE)		
Yes	N/A	
		Reviewed with the lab worker the hazard assessment and limitations of Personal Protective Equipment (PPE) required in the laboratory.
		Lab workers have been provided with or shown location of the appropriate PPE required (e.g. lab coat, safety glasses/goggles, gloves, ear plugs, etc.)
		Lab entry requirements have also been noted including long pants and enclosed shoes.
		Is a respirator required? <ul style="list-style-type: none"> <li>If yes, arrange for exposure evaluation, training, and fit testing through EHSO (204- 474-6633 or ehso@umanitoba.ca).</li> </ul>

Emergency Response		
Yes	N/A	
		Have emergency response contacts been identified (CPR/First Aiders, Fire Warden)?
Have the following procedures for emergency response been identified to the lab worker?		
		Spill Response
		Fire safety plans, emergency evacuation routes and muster points for the building
		Personal injury and/or medical emergency
		Incident reporting procedure
		Other lab-specific emergency procedures
Have all Safety and Emergency Equipment <b>locations and procedures</b> been identified to the lab worker?		
		Emergency Shower
		Emergency Eyewash
		Fire Alarm Pull Station
		Fire Extinguisher
		First Aid Kits
		Spill Kits

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Training		
Yes	N/A	
		Completed Lab Safety for Lab Workers training which is available via Self-Registration in UM Learn. (required for all lab workers)
		Reviewed with the lab worker all laboratory signage both at the entrance and inside the lab. Contact EHSO (204-474-6633 or ehso@umanitoba.ca for information on obtaining lab signage.
		If radioactive material is to be handled, has the lab worker registered for Radiation Safety training? (Email <a href="mailto:radsafety@umanitoba.ca">radsafety@umanitoba.ca</a> or call 204-789-3613.)
		For labs using biological agents, have lab workers completed the most recent Biological Safety Training located within UM Learn via Self-Registration? Note: Permit Holders and their Designates must also complete the Biological Safety Permit Administration training.
		For labs using chemicals, has Chemical Safety Training been completed online within UM Learn via Self-Registration?
		Fire Extinguisher training provided if lab worker is someone designated to respond.
Updating Lab Permits		
		For lab workers working with biological agents, have they been added to the PI's Biosafety Program Permit via the EHSA system?
		Does the new lab worker need to be added to an Internal Radioisotope Permit or X-ray Permit? If yes, contact Radiation Safety at <a href="mailto:radsafety@umanitoba.ca">radsafety@umanitoba.ca</a> or call 204-789-3613.
		Has the lab worker been added to the PI's Chemical Safety Permit via the EHSA system?
Reporting Hazards and Incidents		
		Does the lab worker understand that the PI/supervisor/EHSO can be contacted at any time to discuss safety concerns.
		Does the lab worker understand they are to report all incidents to the PI/supervisor and to EHSO. <a href="https://umanitoba.ca/environmental-health-and-safety/form/incident-intake-form">https://umanitoba.ca/environmental-health-and-safety/form/incident-intake-form</a>

***The signatures below indicate that the above material has been reviewed with this lab worker (employee/student) and the lab worker agrees to follow the prescribed university and lab-specific safety procedures:***

Employee/Student \_\_\_\_\_

Date \_\_\_\_\_

Principal Investigator/Supervisor \_\_\_\_\_ Date \_\_\_\_\_