

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.

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

	Yes	N/A	
1.			PI/Supervisor has discussed the nature of the research/project being conducted in the laboratory.
2.			PI/Supervisor has discussed hazardous components of the research including reference to the following as applicable.
			a. Chemicals
			b. Biologicals
			c. Physical Hazards (including temperature, electrical, lifting/ergonomic, high/low pressure, sharps, equipment pinch points)
			d. Radioactive Materials
			e. Radiation Emitting Devices (REDs) or X-ray Equipment
			f. Lasers
3.			Identified the location of Safety Data Sheets (SDS) and chemical inventories to the lab worker and demonstrated methods of access.
4.			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.
5.			Discussed the need for the lab worker to inform health care providers of the laboratory
6.			Reviewed the site-specific laboratory safety requirements with the lab worker, including working alone plan, personal lab hygiene and responsibilities for safety, site specific waste procedures, and emergency response contacts.
7.			Reviewed the hazard assessment and limitations of Personal Protective Equipment (PPE) required in the laboratory. Lab workers have been provided with the appropriate PPE required (e.g. lab coat(s), safety glasses/goggles, gloves) and shown location of shared PPE (e.g. face shields, temp resistant gloves). Lab entry requirements have also been noted including long pants and enclosed shoes.

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	Yes	N/A	
8.			Is a respirator required? If yes, arrange for exposure evaluation, training, and fit testing through EHSO (204-474-6633 or ehso@umanitoba.ca).
9.			Have the following procedures for emergency response been identified to the lab worker:
			a. Spills
			b. Fire (Fire procedures and Fire Marshall identified?)
			c. Personal injury and/or medical emergency (First aid responders identified?)
			d. Incident reporting procedure
			e. Other lab-specific emergency procedures
10.			Have all Safety and Emergency Equipment locations and procedures been identified to the lab worker?
			a. Emergency Shower
			b. Emergency Eyewash
			c. Fire Alarm Pull Station
			d. Fire Extinguisher
			e. First Aid and Spill Kits
			f. Emergency Contact Phone #s
			g. Fume Hoods
			h. Biological Safety Cabinets (BSCs)
			i. Flammable Storage Cabinets
			k. Others
11.			Have site-specific waste procedures and locations of the Hazardous Waste Charts (Lab waste, Biowaste, Radioactive waste) been identified and explained to the lab worker:
			a. Solvents?
			b. Acids/bases?
			c. Radioactive material?
			d. Sharps/broken glass?
			e. Biohazardous material?
			f. Animal carcasses?

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	Yes	N/A	
12.	Training		
			Reviewed 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 radsafety@umanitoba.ca or call 204-789-3613.) If the lab worker will not be handling radioactive material in the Radioisotope Permitted lab, have they completed Lab Safety Training – Radiation Safety online.
			For labs using biological agents, have lab workers completed the most recent Biological Safety Training located within UM Learn? Have Permit Holders and their Designate completed the Biological Safety Permit Administration training?
			Has Chemical Safety Training been completed online within UM Learn.
13.	Updating 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 radsafety@umanitoba.ca or call 204-789-3613.
14.	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. https://umanitoba.ca/environmental-health-and-safety/form/incident-intake-form

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 _____

Principal Investigator/Supervisor _____