Lab-Specific Training Checklist

Review the following with lab staff and students. Specify NA for activities that are not applicable.

**Administrative**
- Lab-specific Gator TRACS and LATCH information
- Lab’s chemical inventory, updating process, and where to find safety data sheets (SDS)
- Required institutional safety training (provided by EHS) and how to register
- OSHA’s Occupational Exposure to Hazardous Chemicals in Laboratories Standard (Lab Standard)
- General University of Florida Chemical Hygiene Plan
- EHS’s Lab Safety Manual
- EHS’s Biological Safety Manual if applicable
- EHS’s Radiation Control Guide if applicable
- EHS’s Laser Safety Manual if applicable

**Emergencies**
- Location of emergency contact information (PI, safety manager if applicable), EHS and University Police
- Location of emergency equipment such as eyewash stations, fire extinguishers, safety showers, etc.
- Where and how to receive medical help for injuries, exposures, or suspected lab-acquired illness
- Reporting procedures for laboratory incidents
- Building alarms, response to alarms, and evacuation plan including exits and routes
- Location and use of spill kit and first aid kit

**General Lab Safety**
- Notice board and warning signs at the entrance of the lab
- Contact information for lab personnel, lab services, building operator, etc.
- Operations requiring prior PI approval
- Proper lab attire
- Where PPE is stored in the lab (gloves, glasses, lab coat, etc.) and how it should be stored appropriately
- PPE maintenance and replacement
- When should PPE be used
- Proper use of engineering controls (fume hoods, biosafety cabinets, glove boxes, etc.)
- How to safely use equipment (centrifuges, pumps, heating devices, tools, analytical equipment, etc.)
- Lab-specific protocols/standard operating procedures (includes procedural and safety information)
- Proper use of compressed gases and cryogens
- Electrical safety
- Proper handling of broken glass, needles or other sharps
- Locations to store food and beverages.
- Housekeeping practices and maintaining work areas free of clutter
- Storage above eye level minimized

**Chemical Safety**

- Chemical hazard identification
- Chemical procurement, transport between work areas and storage requirements
- Appropriate chemical labelling
- Flammable liquid storage requirements
- Review of particularly hazardous substances (carcinogens, reproductive toxicity, acute toxicity, highly reactive chemicals) found in the lab and their designated work areas
- Chemical spill procedures
- Chemical waste disposal location and requirements (including training and proper labelling)

**Biological Safety**

- Biological hazard identification
- Location and review of lab-specific biosafety and bloodborne pathogen exposure control plan
- The signs and symptoms associated with exposure to biohazardous materials in the lab (and adjacent areas), 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 supplies
- Autoclave procedures
- Biohazardous material spill procedures

**Radiation Safety**

- Awareness of radiological hazards, signs and symbols used in the lab
- Radiation Safety Officer name and phone number
- Training needed to be authorized to use radioactive materials or radiation producing devices
- Radioactive waste disposal location and requirements
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