

In-Lab Safety Orientation Checklist

Supervisor's Information and Completion Form

(delete or strike through topics that don't apply; return copy to LSC (Laboratory Safety Coordinator))

WORKER INFORMATION			
Name:	Orientation completion date:		
Email:			
Department:	Principal Investigator:		
BASICS			
<input type="checkbox"/> Provide employee information, hazardous components of research: chemical, biological, physical; warning properties and known symptoms. <input type="checkbox"/> Assign employee(s) or self to accompany worker at all times, monitor work assignments and answer questions. NA: <input type="checkbox"/> or Name:			
POLICIES			
<input type="checkbox"/> Review key policies.	<div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> Broad Scope of Project Review (M)SDS binder, lab inventory and other safety manuals Lab/Project Specific SOPs Personal Protective Equipment Use Equipment and Tool Use (attach list) Waste Handling Handling of Spills Proper Storage of Chemicals, PPE and Instruments <ul style="list-style-type: none"> Attire in the Lab (Street Clothing) Labeling of Prepared Solutions Daily: Before Starting/Before Leaving Security/locking labs Lab Specific Safety Policies Emergency procedures and Forms Rules regarding food, beverages, medication and cosmetic application Housekeeping Broken glass </div>		
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> Office/desk/work station Keys/building access Equipment maintenance/calibration Explanation of Signs <ul style="list-style-type: none"> Purchase Requests Laboratory Supplies CHS ID Badge Telephone (9-911) </div>		
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour of work area.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> Lab work area Eye wash 	<ul style="list-style-type: none"> Emergency exits and supplies Contamination shower 	<ul style="list-style-type: none"> Core equipment Fire response
POSITION INFORMATION			
<input type="checkbox"/> Introductions to team. <input type="checkbox"/> Review and complete research safety training, i.e. laboratory safety, bloodborne pathogen, biological safety. <input type="checkbox"/> Review job description, performance expectations, standard operating procedures and standards. <input type="checkbox"/> Perform dry run (without hazardous chemicals/materials) of procedure(s), then perform full run of procedure(s). <input type="checkbox"/> Observe procedure(s); tech may be delegated, PI shall observe at least one full procedure(s). <input type="checkbox"/> Review job schedule and hours expected to be at work. <input type="checkbox"/> Determine inclusion on active protocols, i.e. biological, animal, clinical, radiological			
SIGNATURE PRINCIPAL INVESTIGATOR:			

Completing safety orientation does not ensure that new and inexperienced workers are competent to work in a laboratory without supervision. The Principal Investigator (PI) is responsible for ensuring that new and inexperienced workers are directly supervised until the PI is confident in the new workers knowledge and practices and that the worker continues to receive ongoing safety training as necessary.