



Lab-Specific Training Checklist

Employee information

Name Laura Spencer

Standard Training

- ☒ Tour of the lab: locations of
 - fire extinguisher, eyewash, emergency shower, first aid kit, spill cleanup kit
- ☒ Lab Rules
 - Food and drink stays out of laboratory areas
 - Remove and discard gloves before touching doorknobs or answering the phone
 - Remove PPE when exiting laboratory areas
- ☒ Access to UW Laboratory Safety Manual
- ☒ Accessing MyChem and Material Safety Data Sheets (MSDSs)
- ☒ Accessing Standard Operating Protocols for hazardous chemicals used in the lab
- ☒ Personal Protective Equipment: Types and expectations for use
- ☒ Chemical storage areas; safe handling of chemicals
 - Specific MSDSs and SOPs for hazardous chemicals
- ☒ Proper disposal of wastes
 - Biological wastes, Chemical hazardous wastes, Glass waste, Sharps
- ☒ Emergency Procedures:
 - Spill cleanup
 - Accident procedures and reporting (e.g. OARS)
 - Earthquake, fire
 - Emergency assembly point

Date of Training / Employee

Signature / Supervisor's Initials

1/1/2019

SJSW

Optional Training (Initial and date after each completed item)