



## Lab-Specific Training Checklist

### Employee information

Name

Madeline Baird

### 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

6/17/24  
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### Optional Training (Initial and date after each completed item)