



Lab-Specific Training Checklist

Employee information

Name

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, Earthquake, fire
 - Emergency assembly point

Date of Training / Employee

Signature / Supervisor's Initials

Optional Training (Initial and date after each completed item)