

Training Checklist for CL1 and CL2 Labs

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Training must be completed for everyone that will be working in a biological laboratory and laboratories using biological materials. The training must be completed before beginning work in a biological laboratory. By checking the item on the list and signing at the end of the checklist you acknowledge that you have understood and will abide by the conditions.

It is recommended that the Standard Operating Procedure (SOP) for each section is reviewed along with the checklist.

General Biosafety

The information found in this section is detailed in the SOP BIO-003; "General Biosafety Work Practices".

- ☐ Eating, drinking, chewing gum and/or storing food and/or drinks are not allowed in the lab at any time.
- ☐ Take only necessary materials into the lab (i.e. lab manual, textbook, paper and pens/pencils). Leave all backpacks, food, drinks, coats, etc. outside of the work area.
- ☐ Wash your hands before leaving the lab.
- ☐ Wash your hands immediately if they become contaminated with biohazardous materials, stains and/or solvents.
- ☐ Safety glasses must be worn while experiments are in progress.
- ☐ A lab coat must be worn in the lab at all times. The lab coat must be removed before leaving the lab for any reason.
- ☐ Wear appropriate protective clothing for the task, i.e. gloves, protective eyewear.
- ☐ Shorts or skirts that do not cover the entire leg cannot be worn in the lab.
- ☐ No bare feet, open-toe or open-heel shoes or sandals or high heels are allowed in the lab.
- ☐ Long hair must be tied back.
- ☐ Never place objects such as pens and pencils in your mouth while in the lab.
- ☐ Never touch your eyes while in the lab without washing your hands first. If necessary, go to the washroom.

- ☐ Mouth pipetting is strictly prohibited.
- ☐ All cuts, burns, scrapes or broken skin of any kind must be covered with a waterproof bandage.
- ☐ Any individual who believes themselves to be immunocompromised (i.e. has a cold or the flu) must report to the Supervisor or Lab Coordinator before the work begins.
- ☐ Bench space is to be disinfected at the beginning and end of each work period.
- ☐ Notebooks and writing tools are to be used and kept in designated areas, away from experimental work.
- ☐ Never leave a lit Bunsen burner unattended.
- ☐ Do not overfill test tubes as leaks and splashes will occur when centrifuging overfilled tubes.
- ☐ Clean up spills (i.e. biohazardous materials, chemicals) immediately.
- ☐ Know where SDSs are kept and be familiar with any chemical before using it in the lab.

Waste Handling

The information found in this section is detailed in the SOPs BIO-006 and LAB-001; "Biological Waste Management" and "Sharps Waste Management".

- ☐ Glassware, Kimwipes, slides, agar plates, etc. that have come into contact with viable biological material must be disposed of in a biohazard container.
- ☐ Place slides, broken glass, or any other type of sharp object into the proper container, i.e. a puncture and leak proof container.
- ☐ Waste must be contained in a manner that will cause no contamination with surroundings.
- ☐ CL1 labs: Waste to be transported outside of the containment zone (to the autoclave room) is to be transported in an autoclavable, leakproof container that has been surface decontaminated.

Emergency Situations

The information found in this section is detailed in the SOP BIO-004; "Emergency Procedures for Biological Containment Level 1 and 2 Laboratories".

- ☐ Report to your Supervisor or Lab Coordinator any type of accident, including burns, cuts, chemical/bacterial spill or glass breakage.

- ☐ In the case of a fire, leave the lab immediately and know which exit route to follow.
 - ☐ Know the location of the fire extinguisher in the lab and only use it if you are trained to do so.
 - ☐ Know the location of and how to use the safety shower and eye wash station.
 - ☐ Know the location of the spill kit. Be familiar with the contents and how to use the kit to clean up spills.
 - ☐ Know the location of the first aid kit.
 - ☐ Know the procedure for a power outage or severe weather.
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Complete the sections below only if working in a Containment Level 2 Laboratory. Otherwise, skip to the end to sign and date the document.

Containment Level 2 Procedures

The information found in this section is detailed in the SOP BIO-001; "Work Practices for Containment Level 2 Laboratories".

- ☐ Entrance doors to the lab must be kept closed at all times.
- ☐ Take note of the list of Risk Group 2 agents used in the laboratory that is posted on the entrance doors to the lab.
- ☐ Waste is to be kept in a leakproof, non-absorbent container at all times.
- ☐ CL2 labs: Waste to be transported outside of the containment zone (to the autoclave room) is to be transported in closable, labelled, and leakproof container that has been surface decontaminated.

Handling of Pathogens

The information found in this section is detailed in the SOPs BIO-001 and BIO-010; "Work Practices for Containment Level 2 Laboratories" and "Use of Biological Safety Cabinet - Class II Type A2".

- ☐ All procedures involving the use of pathogens (i.e. bacterial, protozoan) are to be performed carefully to minimize the creation of aerosols.
- ☐ Procedures using potentially infectious pathogens that create aerosols must be conducted in a Biological Safety Cabinet (BSC). Such procedures may include centrifuging, blending, vigorous shaking or mixing, sonic disruption, and opening containers of infectious materials.
- ☐ Procedures using potentially infectious pathogens in large concentrations or volumes must be conducted in a Biological Safety Cabinet (BSC).

- ☐ Understand the purpose of the BSC and the chemical fume hood and how to use them properly.

I have read, understood and agree to follow the work practices as outlined in the safety training.

Name (please print)

Signature

Date

Name of Supervisor (please print)

Signature of Supervisor

Date