LABORATORY SAFETY TRAINING CHECKLIST  
for New and Current Tufts Staff

The research, teaching and clinical laboratories at Tufts University are staffed by individuals with diverse backgrounds in academic preparation and experience in the laboratory environment. It is essential that all laboratory staff share a common understanding of the Tufts policies and procedures as well as legal requirements that control the design and conduct of laboratory experiments. Depending on the tasks an individual is expected to perform, a new laboratory staff member may be required to complete 13 safety training courses in order to work in a Tufts laboratory! In addition, some policies and regulations require refresher training for current laboratory staff, again depending on the tasks performed.

This checklist is designed to simplify and clarify the current laboratory safety training requirements for new and current Tufts laboratory staff members. Responsibility for laboratory safety lies within you and your supervisor. Please discuss these training requirements with your supervisor.

NAME ____________________________ DEPT. ____________________________ CAMPUS _________ (B, M, G, all)

_____ New Employee Safety Orientation (B, M, G) (circle one)

Laboratory Safety: all laboratory staff

_____ New

_____ Current: refresher required every 12 months

Basic Radiation Safety: all laboratory staff handling or exposed to X-rays or radioactive materials

_____ New

_____ Current: refresher required every 12 months

Laser Safety: all laboratory staff handling or exposed to Class 3b or 4 lasers

_____ New

_____ Current: refresher schedule not yet determined

Biosafety in the Research Laboratory: all laboratory staff handling biohazardous materials

_____ New

_____ Current: refresher required every 3 years

Bloodborne Pathogens in the Research Laboratory: all laboratory staff handling human /primate blood, blood derived products, tissue or cell lines

_____ New

_____ Current: refresher required every 12 months
NAME __________________________ DEPT. __________________________ CAMPUS ________ (B, M, G, all)

Agent-Specific Biosafety Training: as required by IBC

_____ Initial

Safe Handling and Use of Select Agents and Toxins: all laboratory staff handling select agents and toxins as defined by CDC

_____ New

_____ Current: refresher required every 12 months

Shipping Infectious and Biological Materials DOT/IATA: all laboratory staff preparing packages of hazardous material for shipment

_____ New

_____ Current: DOT training required every 3 years; IATA every 2 years

Shipping Chemical Materials DOT/IATA: all laboratory staff preparing packages of hazardous material for shipment

_____ New

_____ Current: DOT training required every 3 years; IATA every 2 years

Shipping Medical and Biological Waste DOT: all laboratory staff required to sign shipping manifests prior to transportation of waste for off site treatment and disposal

_____ New

_____ Current: required every 3 years

Shipping Chemical Waste DOT: all laboratory staff required to sign shipping manifests for offsite treatment and disposal

_____ New

_____ Current: required every 3 years

Selection and Use of Respirators at Tufts: all laboratory staff that is required to wear a respirator in order to control exposure to hazardous airborne agents-routinely or in an emergency

_____ New

_____ Current: refresher required every 12 months