

PART A –Principal Investigator Laboratory Specific Training Checklist

Each laboratory is unique in the way it is designed and operated. Principal Investigator (PI)'s or a qualified designee, are expected to develop lab specific procedures and training to supplement EHS core safety courses. Whether a worker is new to the laboratory or an existing worker is using new material, equipment or performing a new procedure, they are expected to be trained.

Before allowing any person to perform any new task involving hazardous materials or hazardous equipment, the PI will ensure that the individual demonstrates competency in the safety aspects of the materials, equipment or procedure. Competency is achieved through training and practice. This training can be accomplished by demonstration, review of instruction manuals, and review of written SOPs or comparable methods that provide safety instruction. Note: The following topics represent the most frequent causes of injury. However, there may be other equally important topics specific to each laboratory. Please document these topics in section F. "Other topics."

Trainer Initials/ Date	THE TRAINER WILL EXPLAIN...	Trainee Initials/ Date
A. Response to emergencies: fire, hazardous materials release/exposure, injuries requiring first aid or medical treatment.		
	THE location and operation of emergency equipment: safety shower, eyewash, hazmat spill kit, first aid kit, fire extinguisher, fire alarm pull station, phone(s) and TUPD notification devices (i.e. blue emergency buttons etc.).	
	THE notification procedures in an emergency: police, fire, medical, supervisor, EHS.	
	THE evacuation plan: exit doors, stairways and area of gathering.	
	THE completion of the Accident/Incident Report Form after an accident or incident.	
B. General laboratory safety information		
	THE areas, equipment, materials or procedures that are restricted and require approval by the PI or designee because of the hazard. Additional limitations for persons under the age of 18.	
	THE review of all safety related signs, labels and other warnings.	
	THE designated break areas outside of the laboratory for food storage and eating/drinking.	
	WHEN and how to use/store personal protective equipment (PPE): gloves, goggles, safety glasses, face shield, lab coats. Note: Reference Appendix A and B of Tufts PPE Plan .	
	THE correct clothing such as pants/long skirts and closed toed shoes.	
	THAT use of open flames and hot equipment are not left unsupervised. Review laboratory policies for working alone and unattended operations.	
	THAT electrical wires, plugs and outlets are not damaged, altered or hot to the touch; that extension cords are not used as permanent wiring; that power strips are not overloaded or daisy chained in series.	
	THAT fire doors prevent passage of fire and smoke and are not wedged, blocked or left open.	
	THAT you do not operate any equipment until you learn the correct operation of each piece of equipment via instruction manuals, SOPs, hands-on training.	
	THE proper methods of transporting hazardous materials outside of the laboratory by using carts and secondary containers.	
	THE correct method of handling & disposing of all sharps (i.e. broken glass, scalpels, needles).	
	THE housekeeping and cleaning schedule for the laboratory.	
C. Chemical Safety information		
	THE identification of all highly toxic, reactive or explosive chemicals in the laboratory	
	THE hazards and proper use of compressed and cryogenic gases.	
	THE location of Safety Data Sheets and their use to select hazard controls such as a fume hood or PPE.	
	THE Safety Plans for all high hazard chemicals per Chemical Hygiene Plan.	
	THE chemical labeling system used and that all containers of chemicals must be fully labeled.	
	THE chemical storage of non-waste chemicals.	
	THE chemical waste disposal procedures; rules of the satellite accumulation area (SAA) for chemical waste; limitations of sink disposal.	
	THE proper chemical use: when to use on an open bench and when/how to use fume hoods or other type of local exhaust ventilation.	
	THE purchasing and receiving procedures for chemicals: limiting amounts, reducing chemical amounts in experiments and substituting less hazardous chemicals.	
	THE location and maintenance of the current chemical inventory list for the laboratory.	
D. Biological Safety information		
	THE identification of all biological materials in the laboratory.	
	THE SOP for all procedures involving biohazardous materials.	
	THE use of exposure-response plans for all hazardous biological materials	
	THE use of biological safety cabinet for aerosol generating procedures and their limitations.	
	THE location, use and disposal of chemical disinfectants.	
	THE waste disposal procedures for regulated medical wastes including off-site treatment, on-site treatment using an autoclaves or on-site treatment using chemicals.	
E. Radiation and Laser Safety information		
	THE identification of all ionizing and non-ionizing radiation sources in the laboratory and signs, labels and other warnings explained.	
	THE safe operation of all radiation sources including lasers, x-ray machines. Ultraviolet light and microwave/Rf sources.	
	THE requirements of the laboratory permit to use radioactive materials.	
F. Other topics (Use a separate page to document additional topics important to your lab)		

PART B - EHS Provided Safety Training Courses for Laboratory Workers: 5 Year Record

Name _____ Lab/Location _____ Date _____

Course Name	Course Requirements	Delivery Method(s)	Frequency	Required* (Check)	Initial Date	Renew Date	Renew Date	Renew Date
Orientation								
Safety Orientation	Required for all employees	In-person or Computer	Initial Only				N/A	
General								
Annual Laboratory Safety	Required for all persons working in or overseeing laboratories	In-person or Computer	Annual					
Awareness Laboratory Safety	Required for all non-laboratory persons entering the laboratories	Computer	Initial Only				N/A	
Preventing Strain Injuries in Laboratories	Recommended for all persons working in or overseeing laboratories	Computer	Initial Only				N/A	
Respiratory Protection	Required for all persons wearing respirators (included during the annual fit-test)	In-person	Annual					
Chemical								
Formaldehyde Safety	Required for all persons using formaldehyde	Computer	Initial or Annual**					
Highly Hazardous Chemicals	Required for all persons in DLAM Facilities using a chemical requiring a safety plan	In-person Computer	3 Years Initial or Annual**				N/A	N/A
Methylene Chloride Safety	Required for all persons using methylene chloride							
Biological								
Bloodborne Pathogens	Required for all persons handling human cell lines, human blood, human tissue	In-person	Annual					
Radiation								
Introduction to Radiation Safety	Required for all persons handling radioactive material and handle ionizing radiation sources	In-person	Initial Only					N/A
Annual Radiation Safety Refresher	Required for all persons that work requires continued access to a radiation permitted area	In-person or Computer	Annual					
Initial Radiation Safety Awareness	Required for all persons who entering a permitted area but do not work with radioactive materials	Computer	Annual					
Introduction to Laser Safety	Required for all persons operating a laser	In-person	Initial Only					N/A
Irradiator	Required for all persons operating the irradiator	In-person	Initial Only					N/A
Irradiator Refresher	Required for all persons operating the irradiator	In-person	Annual					
Principal Investigator	Required for PIs prior to the radioactive materials permit examination	In-person	Initial Only					N/A
X-Ray	Required for all persons operating x-ray machines or sources	In-person	Initial Only					N/A
Shipping								
DOT and EPA (RCRA) Training for Fixer and Amalgam Waste	Required for all persons generating, managing or shipping fixer or amalgam waste at off-campus satellite vet or dental clinics	Computer	Annual					
Dry Ice Shipping	Required for all persons packaging and/or shipping dry ice.	Computer	2 Years				N/A	N/A
Exempt Animal or Human Specimens	Required for all persons packaging and/or shipping exempt animal or human specimens.	Computer	Initial Only					N/A
IATA/DOT Regulations for the Shipment of 6.2 Biological Materials, Infectious Substances and Class 9 Dry Ice Dangerous Goods	Required for all persons required to ship biological materials domestic or foreign	In-person or Computer	2 Years					N/A
IATA/DOT Regulations for the Shipment Chemical, Hazardous Materials and Dangerous Goods	Required for all persons required to ship chemicals domestic or foreign	In-person	2 Years					N/A
Regulated Medical Waste Shipping	Required for all persons who sign medical waste shipping manifests	Computer	3 Years					N/A

*The Principal Investigator or Supervisor will place an 'X' beside each course that a laboratory worker will need to complete based on their experiments or work.

** The frequency of training is dictated by the type of work or exposure.

Note: Additional or re-training may be required if regulations and policies significantly change content of training or if it is determined the laboratory worker needs re-training.

Additional safety training courses are available through the Biosafety Office, Emergency Management Office, and Fire Marshal's Office.

Principal Investigators or Supervisor should build upon the training courses above and provide task or lab specific training.

Tufts Environmental Health and Safety may be able to provide custom training courses upon request or assist with task or lab specific training courses.

For scheduling and additional information, please contact ehs-training@tufts.edu