LABORATORY PERSONNEL/STUDENT SAFETY CHECKLIST & TRAINING LOG

Employee/Student/Volunteer Name: ________________________________

Start Date: ___________________________  End Date: ___________________________

Email: ________________________________

Phone (office, lab, etc.): ________________________________

Status: Check all that apply.

- [ ] UH
- [ ] RCUH
- [ ] UCERA
- [ ] Full-time
- [ ] Part-time

- [ ] Collaborator From:
- [ ] Visiting Researcher From:

- [ ] PI/Faculty
- [ ] Graduate Student
- [ ] Undergraduate Student
- [ ] Technician
- [ ] Research Asst.

- [ ] Volunteer*
- [ ] Summer Student
- [ ] High School: Age:*  Other:

*Please notify Kaka’ako EHSO if you have a volunteer or minor working in your lab. There are additional forms that must be completed.

Principal Investigator (PI)/Supervisor: ________________________________

Department/Program: ________________________________

Lab Location (campus, building, room): ________________________________

Hepatitis B Immunization Series: Yes [ ]  Immunization Form on File: Yes [ ] No [ ]
No [ ]  Declination Form: Yes [ ] No [ ]
N/A [ ]

Immunizations Required by PI:

- [ ] EHSO safety trainings are intended to be general awareness trainings.
- [ ] Principal Investigators and/or Lab Supervisors must provide all new lab personnel/students with task and site specific training.
- [ ] Prior to working in the lab, new lab personnel/students must complete the Lab Personnel Safety Checklist with their Principal Investigator/Lab Supervisor.
- [ ] Principal Investigators/Lab Supervisors are responsible for maintaining all training records and ensuring all lab members complete the appropriate trainings.
- [ ] Lab personnel/students are responsible for maintaining personal training records and to complete trainings when due.
- [ ] The Safety Training Log should be used to keep track of training dates.
- [ ] Information about EHSO training requirements can be found at the JABSOM EHSO website: http://www.hawaii.edu/ehso/kakaako/training.htm.

The following policies and procedures have been reviewed with this employee/student:

1. _______ Has the PI/Lab Supervisor discussed the nature of the research being conducted in the laboratory and the shared/surrounding laboratory areas?
2. _______ Has the PI/Lab Supervisor discussed all hazardous components of the research?
a. _____ Chemical (Health and Physical Hazards)
b. _____ Biological
c. _____ Electrical
d. _____ Hazardous Equipment (UV Radiation, Autoclaves, Equipment with moving parts, Equipment with mercury components, etc.)
e. _____ Radioactive
f. _____ Other:

3. ______ Has the employee/student received instruction on known symptoms associated with exposure to highly toxic chemicals or biological commodities used in the laboratory?

4. ______ Has the PI/Lab Supervisor discussed the need for the employee/student to inform health care providers of the hazardous substances (chemical, biological, radioactive) used in the laboratory?

5. ______ Has the PI/Lab Supervisor reviewed the Chemical Hygiene Plan and all Standard Operating Procedures (SOPs) for working with carcinogens, toxic chemicals and drugs, reactive chemicals, mutagens, reproductive hazards, compressed gasses, etc. such as formaldehyde, ethidium bromide, acrylamide, phenol, liquid nitrogen, etc.?

6. ______ Has the PI/Lab Supervisor identified the location of Safety Data Sheets (SDS), methods of access (e.g. manufacturer website, hardcopy, etc.), and demonstrated how to use and understand a SDS?

7. ______ Has hazard assessment information concerning Personal Protective Equipment (PPE) required in the laboratory been reviewed, i.e. how to determine the appropriate PPE to use when working with a chemical or biohazard?
   a. _____ Eye/face protection (safety glasses vs. safety goggles vs. face shields, etc.)
   b. _____ Gloves (appropriate to the work being done, e.g. latex vs. nitrile, double gloving, etc.)
   c. _____ Lab coats (closed front, special materials, etc.)/aprons
   d. _____ Closed-toe shoes
   e. _____ Proper attire
   f. _____ Respirators *See item 11.

8. ______ Has the PI/Lab Supervisor explained that all PPE must be removed prior to entering common areas (e.g. elevator lobbies, breakrooms, office areas, bathrooms, stairwells, outside the building) and before contact with communal items (e.g. doorknobs, telephones, elevator buttons, etc.)?

9. ______ Has the PI/Lab Supervisor explained how to properly transport materials within the facility and between facilities, i.e. that all hazardous materials must be packaged appropriately when transported through the buildings (secondary containment, the use of carts, labeling, etc.)?

10. ______ Has the employee/student been trained in the proper use of laboratory equipment such as:
    a. _____ Chemical Fume Hood
    b. _____ Biosafety Cabinet
c. ___ Autoclave

d. ___ Other specialized lab equipment: ________________________________

11. ______ Does the employee/student need a respirator? If yes, arrange for exposure evaluation, training, and fit testing through the Kaka’ako EHSO and arrange for medical clearance by a licensed health practitioner.

12. ______ Have the **Emergency Preparedness and Response Procedures** been explained to the employee/student and pertinent procedures reviewed for:

   a. ___ Spills (chemical, biological, radiological, etc.)
   b. ___ Fire/evacuation
   c. ___ Exposure to hazardous materials
   d. ___ Personal injury
   e. ___ Incident Reporting

13. ______ Have all **Emergency Equipment locations/procedures** been identified to the employee/student?

   a. ___ Emergency Showers
   b. ___ Emergency Eyewashes
   c. ___ Fire Alarm Pull Stations
   d. ___ Fire Extinguishers
   e. ___ Spill Kits
   f. ___ First Aid Kits
   g. ___ Emergency Contact Numbers

   JABSOM Security: 692-1911/0911
   UHCC Security: 586-3015
   Kaka’ako EHSO: 692-1854/1855 or 590-0734/1554
   UH Manoa Security: 956-6911
   Emergency (Police, Fire, Medical): 9-911 (Must dial 9 from JABSOM phones. UHCC phones do not require dialing 9 first but there will be a momentary delay.)
   PI/Lab Supervisor 24/7 contact numbers

14. ______ Have the procedures for the proper handling of **Hazardous Materials and Hazardous Wastes** and **Biological Agents and Bloodborne Pathogens (BBP)** been explained to the employee/student, including the **Hazardous Materials Management Plan, Waste Disposal Procedures, Biological Agents and Bloodborne Pathogens Exposure Control Plan, Chemical Inventory**, etc.

   a. Chemical Material
      _____ Flammables
      _____ Corrosives
      _____ Toxics/mutagens/carcinogens
      _____ Highly reactive chemicals (air reactive, pyrophoric, water reactive)
      _____ Peroxide forming chemicals
      _____ Storage and Segregation
      _____ Inventory
      _____ Labeling
      _____ Secondary Containment when required

   b. ___ Chemical Waste
      _____ Accumulation
Labeling

Primary and Secondary Containment

Disposal Procedures

c. Compressed gases
   Securing requirements
   Safe Use
   Transport through the facility

d. Liquid nitrogen
   Transport through the facility
   Safe Use

e. Radioactive material

f. Sharps (metal, non-metal, broken glass)
   Proper Use (Safer Sharps Technologies)
   Containment
   Disposal

g. Biological Material & Exposure Control

h. Biohazardous Waste Treatment and Disposal

i. Biological Commodity Transport, Receiving, Shipping Restrictions

j. Animal Use Policies

15. Has the PI/Lab Supervisor explained the Kaka’ako No Open Flames Policy to the employee/student?

16. Has the PI/Lab Supervisor reviewed the laboratory signage (warning signs, door signs, etc.) with the employee/student?

17. Have the Security and Authorized Entry/Escort procedures been explained?

18. Has the PI/Lab Supervisor explained all Training requirements and any health surveillance and/or vaccinations required?

Contact Kaka’ako EHSO at 692-1854/1855 or at kakaako-ehso@lists.hawaii.edu with any questions or concerns.

Employee/Student Signature: ____________________________ Date: ______________

Principle Investigator Signature: ____________________________ Date: ______________
(Or Lab Supervisor)

1. Keep the completed forms with employee/student training records.
2. Send a copy to Kaka’ako EHSO (Office: BSB 112 or Fax: 692-1957).
3. The employee/student should keep a personal copy.
TRAINING CLASSES AND/OR CERTIFICATIONS

☐ UH System-Wide General Lab (Chemical) Safety (Initial) Date: ________________

☐ Annual Refresher Lab Safety Dates (conducted by PI/Lab Manager):
   __________ __________ __________ __________

☐ Kaka’ako Hazardous Waste Generator (HWG) Online Annual Training Dates:
   __________ __________ __________ __________

☐ General Biosafety Training Dates: ____________________________________________

☐ Bloodborne Pathogens/Sharps Hazards (BBP) Training Dates: __________________

☐ Transportation of Infectious and Biological Substances Online Training Dates: _________

☐ Initial Radiation Safety Training Date: ___________________________________________

☐ Annual Online (Laulima) Refresher Radiation Safety Training Dates:
   __________ __________ __________ __________ __________

☐ Initial Fire Safety Training (Required for Kaka’ako Open Flame Permit) Date: ________

☐ Initial Respiratory Protection Training Date: _______________________________________

☐ Annual Respiratory Protection Training Dates:
   __________ __________ __________ __________

☐ Respirator Fit Testing Date: _________________________________________________

☐ Annual Respirator Fit Testing Dates:
   __________ __________ __________ __________ __________

☐ Medical Clearance Date: ____________________________________________________