



## 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.

<input type="checkbox"/> UH	<input type="checkbox"/> RCUH	<input type="checkbox"/> UCERA	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
<input type="checkbox"/> Collaborator From:		<input type="checkbox"/> Visiting Researcher From:		
<input type="checkbox"/> PI/Faculty	<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Technician	<input type="checkbox"/> Research Asst.
<input type="checkbox"/> Volunteer*	<input type="checkbox"/> Summer Student	<input type="checkbox"/> High School; Age:*	<input type="checkbox"/> 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  No  N/A  Immunization Form on File: Yes  No   
 Declination Form: Yes  No

Immunizations Required by PI: \_\_\_\_\_  
 Immunization Form on File: Yes  No

- 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](mailto: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: \_\_\_\_\_