





- a.  Chemical
  - b.  Biological
  - c.  Physical: Electrical, Hazardous Equipment (UV Radiation, Autoclaves, Equipment with moving parts, Equipment with mercury components, etc.)
  - d.  Radioactive
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 formaldehyde and other carcinogenic materials, ethidium bromide, acrylamide, liquid nitrogen, etc.)?
6.  Has the PI/Lab Supervisor identified the location of **Material Safety Data Sheets (MSDS)**, methods of access (e.g. manufacturer website, hardcopy, etc.), and demonstrated how to use and understand a MSDS?
7.  Has hazard assessment information concerning **Personal Protective Equipment (PPE)** required in the laboratory been reviewed?
- a.  Eye/face protection (safety glasses vs. safety goggles vs. face shields, etc.)
  - b.  Gloves (appropriate to the work being done)
  - c.  Lab coats/aprons
  - d.  Closed-toe shoes
  - e.  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 the BSB Transport Policy, i.e. that all hazardous materials must be packaged appropriately when transported through the BSB?
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 JABSOM 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 Kaka’ako Security: 692-1911/0911  
JABSOM EHSO: 692-1854/1855 or 590-0734/1554  
UH Manoa Security: 956-6911  
Emergency (Police, Fire, Medical): 911  
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, UH Biosafety Manual, 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 BSB
- d.  Liquid nitrogen
  - Transport through the BSB
  - 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 Requirements
- j.  Animal Use Policies

15.  Has the PI/Lab Supervisor explained the JABSOM 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 JABSOM EHSO at 692-1854/1855 or at [jabsom-ehso@hawaii.edu](mailto:jabsom-ehso@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 JABSOM EHSO.**
3. **The employee/student should keep a personal copy.**



## TRAINING CLASSES AND/OR CERTIFICATIONS

- JABSOM Summer Student Intern Training Date: \_\_\_\_\_
- UH System-Wide General Lab (Chemical) Safety (one-time only) Date: \_\_\_\_\_
- Initial Biosafety & Biological Agents, Bloodborne Pathogens (BBP) Training Date: \_\_\_\_\_
- Online (Laulima) Evaluation of BBP Training Date: \_\_\_\_\_
- Annual (Classroom) Refresher Biosafety Training Dates:  
\_\_\_\_\_
- Annual Online (Laulima) Refresher BBP Dates:  
\_\_\_\_\_
- Initial Bioshipping and Receiving Date: \_\_\_\_\_
- Biennial (Classroom) Refresher Bioshipping Dates:  
\_\_\_\_\_
- Initial JABSOM Kaka'ako/Leahi Hazardous Waste Generator (HWG) Training Date: \_\_\_\_\_
- Annual Online (Laulima) Refresher JABSOM HWG Dates:  
\_\_\_\_\_
- Initial Radiation Safety Training Date: \_\_\_\_\_
- Annual Online (Laulima) Refresher Radiation Safety Training Dates:  
\_\_\_\_\_
- Initial Fire Safety Training (Required for JABSOM 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: \_\_\_\_\_