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 JABSOM 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: _____________________________

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), including but not limited to:
   - Acutely toxic chemicals
   - Reproductive hazards
   - Carcinogens
   - Mutagens
   - Teratogens
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 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 Security: 692-1911/0911
      UHCC Security: 586-3015
      JABSOM EHSO: 692-1851/1855
      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
- Secondary Containment when required

### Chemical Waste
- Accumulation
- Labeling
- Primary and Secondary Containment
- Disposal Procedures

### Compressed gases
- Securing requirements
- Safe Use
- Transport through the facility

### Liquid nitrogen
- Transport through the facility
- Safe Use

### Radioactive material

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

### Biological Material & Exposure Control

### Biohazardous Waste Treatment and Disposal

### Biological Commodity Transport, Receiving, Shipping Restrictions

### 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 JABSOM EHSO at 692-1851/1855 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. **Email a scanned copy to JABSOM EHSO (kakaako-ehso@lists.hawaii.edu).**
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 Awareness 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: ___________________________________________________________