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 UHCC 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 ☐ 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.

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,
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 UHCC 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
   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 UHCC 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 UHCC EHSO at 440-5210 or at MHiramoto@cc.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 UHCC EHSO (MHiramoto@cc.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):
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 UHCC 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: ________________________________