UNIVERSITY OF HAWAI'I
CANCER CENTER

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 <u>must</u> 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.
☐ <u>Prior</u> 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.

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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 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: _____