**WSU Laboratory Specific Safety Training Checklist**

In addition to general lab safety training provided by OEHS, the PI or a designated supervisor must provide information on lab specific policies and procedures. **Check each topic listed below if it applies to your lab.**

* Lab worker/student and supervisor/principal investigator should sign and date the bottom of the form.
* Keep this form with your Chemical Hygiene Plan and other safety documentation.

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| --- | --- |
| **Written Safety Policies and Procedures (SOPs):** | |
|  | Informed on the location of written policies, including the [Chemical Hygiene Plan](http://research.wayne.edu/oehs/pdf/chemical-hygiene-plan.pdf), [Bloodborne Pathogens Exposure Control Plan](https://research.wayne.edu/oehs/bio-safety/exposurecontrolplan.pdf), [Biosafety Manual](http://research.wayne.edu/oehs/pdf/biosafety-manual.pdf), [Radiation Safety Manual](http://research.wayne.edu/pdf/wsu-radiation-safety-manual.pdf), and other applicable safety policies. |
|  | Trained on written SOPs for each experiment involving highly hazardous materials and/or equipment. |
| **Risk Identification:** | |
|  | Received explanation of the possible exposures to hazardous chemicals used in the lab and the signs and symptoms associated with exposure. |
|  | Explanation of proper labeling, handling, and storage of chemicals in the lab. |
|  | Received instructions on how to access Safety Data Sheets for the chemicals in the lab. |
| **Personal Protective Equipment (PPE):** Lab coats, gloves, eye/face protection, etc. | |
|  | Explanation of the type and proper use of PPE required for specific tasks. |
|  | Location and availability of PPE. |
|  | Maintenance and disposal of PPE (i.e., cleaning, storage, inspection, etc.) |
|  | Instructed to remove PPE and wash hands before leaving the lab. |
| **Engineering Controls:** | |
|  | Explanation of equipment specific to work area (e.g., sharps containers, mechanical pipettes). |
|  | Instructed on proper use of chemical fume hood and biological safety cabinet (if applicable). |
| **Hazardous Waste Handling and Disposal:** | |
|  | Review of procedures for collection, storage, and disposal of chemical, biological, and/or radioactive waste. |
| **Emergency Procedures:** | |
|  | Review of [WSU Emergency Procedures](https://research.wayne.edu/oehs/health-safety/emergencyposting.docx), including responding to injuries/exposures, fires, spills, etc. |
|  | Location and use of emergency equipment (eyewash/safety shower, fire extinguisher, gas shut-off valves) |
|  | Informed of methods used to detect the release of hazardous substances. |
|  | Review of the location and proper use of spill kits to neutralize chemical spills, if applicable. |
| **Verification of Training.** The site-specific training items listed above have been reviewed and this employee has completed all the following WSU health & safety trainings that apply to this lab: | |
|  | Hazard Communication (required for all lab staff) – completion date: . |
|  | Laboratory Safety Training (required for all lab staff) – completion date: . |
|  | Biosafety/Bloodborne Pathogens Training (if applicable) – completion date: . |
|  | Basic Radiation Safety Training (if applicable) – completion date: . |
|  | Laser Safety for Class 3b or 4 lasers (if applicable) – completion date: . |
| *I have reviewed the training checklist and discussed all relevant safety issues with this staff member/student.*  Principal Investigator/Supervisor/Trainer Signature: Date: | |
| *I have reviewed the training checklist and agree to comply with all safety policies in the lab and complete all required safety training.*  Employee/Student Printed Name:  Employee/Student Signature: WSU Access ID (aa1234): | |