

LABORATORY SAFETY TRAINING CHECKLIST

Employee/Student name: _____ **Department** _____

Prior to beginning work with any hazardous materials in CAU laboratories, all lab users must:

1. Complete mandatory Laboratory Safety Training
2. Know lab-specific facility safety equipment
3. Read and understand Clark Atlanta University’s Chemical Hygiene Plan
4. Receive training on lab-specific processes and procedures, including SOP review

It is the responsibility of the hiring manager to inform the lab safety manager early enough to schedule lab safety training.

Facility Features
 Know the location and understand the proper use of facility safety equipment.

Initial or N/A	Date completed	Learning Activity
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_____	_____	Fire alarm pull stations and fire extinguishers
_____	_____	Nearest safety shower and eye wash
_____	_____	Emergency evacuation routes from lab and assembly point
_____	_____	Fume hoods, biosafety cabinets and other local exhaust ventilation systems
_____	_____	Other facility features if applicable

Procedures and Documentation

Read and understand laboratory policies and procedures; know how to access safety-related information.

Initial or N/A	Date completed	Learning Activity
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_____	_____	Complete EH&S Laboratory Safety Training (Initial)
_____	_____	Review the Chemical Hygiene Plan and know how to access the plan from CAU website (https://www.cau.edu/research-sponsored-programs/committees/Signed-2019-Chemical-Hygiene-Plan.pdf)
_____	_____	Know where to find the Safety Data Sheets (SDSs) for chemicals in the lab (https://msdsmanagement.msdsonline.com/ClarkAtlantaUniversity)

Initial or N/A	Date completed	Learning Activity
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_____	_____	Understand the lab policy regarding proper lab attire (long dress and pants, closed-toe shoes) and personal protective equipment (PPE)
_____	_____	Know the hazards, required PPE and/or engineering controls, signs of exposure, safe handling, storage, disposal etc. of all chemicals and/or processes you work with, including any particularly hazardous substances
_____	_____	Identify acceptable areas for food storage and consumption
_____	_____	Know proper storage of hazardous chemicals, including segregation by compatibility, secondary containment, and use of safe storage locations such as flammables and corrosives cabinets.
_____	_____	Review and discuss SOPs for chemicals and processes used in the lab
_____	_____	Know proper procedures for collection, storage, and disposal of hazardous waste
_____	_____	Understand the importance of cleanliness and chemical hygiene in the lab. Recognize that all chemical contamination, regardless of how seemingly insignificant, must be cleaned up immediately.
_____	_____	Know how to handle spills and emergencies including cleaning small spills if safe to do so and evacuating for large/hazardous spills (see CAU spill cleanup guideline).



By signing this document, I acknowledge that I have received training regarding each of the above items. If I do not understand something or need further training, I can request it at any time from my supervisor/manager. I understand that it is my responsibility to know the hazards associated with the materials I use and to protect myself and others from those hazards. In addition, I will strive to maintain awareness of peripheral or adjacent hazards, whether from others in the lab or from other lab groups. I acknowledge that safety is an inherent responsibility to which each member of the lab must commit. I also recognize that unsafe practices in the lab will not be tolerated.

Name of Trainee (print)

Name of PI or Manager (print)

Title of Trainee (Student, Staff, Faculty)

Title of PI or Manager (PI, Chair, ...)

Signature of Trainee

Signature of PI or Manager

Today's Date

Today's Date

Signature of Laboratory Safety Manager

Signature of AVP of Research and Sponsored Programs