



**ENVIRONMENTAL HEALTH
AND SAFETY**

LABORATORY SAFETY TRAINING RECORD

UNMC requires documentation that all laboratory personnel receive lab-specific training. This training is to be provided by the Principal Investigator (PI), Laboratory Manager, or designee.

First & Last Name: _____

Principal Investigator: _____ **Date of Training:** _____

The checklist below will assist the PI or Laboratory Manager in providing training as described in the [OSHA Laboratory Safety Guidance](#) and the [UNMC Laboratory Safety Manual](#). It is the PI's responsibility to ensure all laboratory personnel (employees, students, visiting researchers) are properly trained. Training must be provided initially, annually, and anytime there is a major procedural change within the laboratory. PI's must address all hazards that are applicable to the research being conducted, including chemical, biological, and radiation safety.

UNMC Environmental Health & Safety (EHS) requires all students and employees to take Safety Competency and Emergency Preparedness training, as well as Bloodborne Pathogen training, annually. Please contact EHS at (402) 559-6356 for additional information regarding these trainings. Additional task-specific tops must be covered based on the hazard within your lab as appropriate. Records of trainings should be kept on file for the current year + 3 years, as outlined in the [University of Nebraska Records Retention Schedule](#).

Review the following items:

General Lab Safety	YES	NO	N/A
1. Read and review the Food and Drink Use in Laboratory Policy .			
2. Read and review policies for Secured access areas & ID badges .			
3. Appropriate dress code for working in the lab.			

Personal Protective Equipment	YES	NO	N/A
1. PPE use and requirements for lab-specific tasks.			
2. Issuance of all required PPE.			
3. Initial and annual respirator fit testing.			
4. Removal of gloves prior to leaving the lab			

<u>Emergency Procedures</u>	YES	NO	N/A
1. Location of emergency equipment (fire extinguisher, fire alarm, spill kit).			
2. Location and proper use of the nearest eyewash and safety shower.			
3. How to report an incident/accident or near-miss.			
4. Procedure for biological exposures or needle sticks.			
5. Procedure for chemical/radioactive spills or exposures.			
6. Emergency phone numbers.			

Lab-Specific Hazard Awareness	YES	NO	N/A
1. Lab-specific standard operating procedures (SOPs).			
2. Lab-specific Safety Data Sheets (SDS) for chemicals used in the lab.			
3. Safe handling/use of chemicals, biological, and radioactive materials.			
4. Physical and health hazards associate with the materials being used.			
5. Precautions that must be taken to mitigate hazards.			
6. Procedures for working alone or after hours, including safety measures.			

Chemicals	YES	NO	N/A
1. Review and understand Chemical Compatibility .			
2. Chemical Waste collection procedures. (including labeling and storage)			
3. Physical and health hazards associate with the materials being used.			
4. Gas cylinder and cryogenics storage, use and, handling.			
5. Use of specific chemicals which warrant exposure monitoring.			

Biosafety	YES	NO	N/A
1. Complete annual Bloodborne Pathogen training.			
2. Read and review the Biosafety Manual (required for BSL2 labs).			
3. Procedures for disposal of Biohazard Waste .			
4. Biological decontamination and spill procedures.			
5. IBC policies and procedure requirements.			

Laboratory Equipment	YES	NO	N/A
1. Proper and safe use of sharps and disposal of sharps.			
2. Proper and safe use of chemical fume hoods.			
3. Proper and safe use of biological safety cabinets.			
4. Proper and safe use of Vacuum Systems .			
5. Safe and effective use of autoclaves.			
6. Proper and safe use of centrifuge.			

Radiation Safety	YES	NO	N/A
1. Radiation Safety training requirements have been met.			
2. Permit holder and authorized user responsibilities.			
3. Radioactive waste management and disposal requirements.			
4. Record keeping requirements.			
5. Personnel monitoring and dosimetry.			

Animal Use	YES	NO	N/A
1. Approval from Comparative Medicine for animal use and facility access.			
2. IACUC protocol policies and procedures.			

Additional Lab Specific Training: (Describe any additional trainings provided)

Certification: In accordance with the OSHA Laboratory Safety Standard and UNMC's Laboratory Safety Manual, the individual listed below has been provided with laboratory safety training. **I certify that the items listed on this training checklist were covered (as applicable) in this training session.**

Employee/Student Signature

Date

Trainee Signature

Date

Principal Investigator Signature

Date