Research Safety

Laboratory-Specific General Safety Training Record

Name of individual:	**Linkblue ID#:**
Principal Investigator:	**Designated Lab Supervisor:**
Building(s)/Room(s) of active work:	

This checklist may be used by University of Kentucky research laboratories to document laboratory-specific safety training for personnel. Other training on materials and procedures specific to the lab shall be added and documented as needed. Training documentation for laboratory personnel shall be stored in the laboratory's Chemical Hygiene Plan or Laboratory Safety Manual.

Please place a check mark to show that training on the topic has been completed by the above-named individual.

Emergencies	
	Location of emergency contact information for UK Police and response to medical, fire, or other emergencies.
	Worker response to building, facility, and safety equipment alarms (i.e., chemical fume hood, glove box, biological safety cabinet) including the review of established building emergency evacuation routes.
	Location and proper use of emergency equipment such as eyewash stations, fire extinguishers, fire pull stations, safety showers, first aid, and spill kits for the materials in use.
	Procedures for seeking medical attention. Reporting requirements for laboratory incidents, accidents, and near misses, particularly those relating to personal injury.
General Lab Safety	
	Contact information for lab operations (i.e., Principal Investigator, the designated Laboratory Supervisor, departmental safety liaison, facility manager, custodial services).
	Food and beverages are prohibited in the laboratory. Designated food storage and eating areas are defined for the individual.
	The physical, chemical, biological and radiological hazards of the materials present in the lab and the signs and symptoms of exposure.
	Laboratory and facilities requirements including but not limited to: • Doors to laboratory remained closed to the common corridors • Appropriate lab attire (closed toe shoes, no shorts, long hair restrained) • No gloved hands, lab coats or other PPE in hallways, restrooms, elevators and other public areas • Use of rigid-sided, lidded, and leak-proof secondary transport containers for hazardous materials • Required approvals and training for procedures and/or materials • Room or Equipment User Logs
	Types of personal protective equipment (PPE) to be used for procedures and where they are stored. The minimum PPE required of all University of Kentucky wet labs are disposable gloves, lab coat, and eye protection.
	Proper use of and any hazards presented by laboratory equipment. (i.e., thermal, electrical, mechanical). Examples of hazardous equipment are vacuum pumps, sonicators, Bunsen burners, UV lamps, microtomes, anesthesia equipment, hot plates, etc.
	Daily work practices including but not limited to: • Donning and safe doffing of PPE, particularly disposable gloves • Proper and frequent handwashing • Proper storage and disposal of materials in use
	Proper disposal of distinct types of waste in the laboratory (i.e., chemicals, biohazards, radiological, sharps)
Chemical Safety (for laboratories using hazardous chemicals)	
	Familiarity with the content and location of: • Occupational Safety and Health Administration (OSHA)Laboratory Standard [29 CFR 1910.1450] • UK General Chemical Hygiene Plan • Laboratory-specific Chemical Hygiene Plan, including Standard Operating Procedures (SOP) • Safety Data Sheets (SDS) for laboratory chemicals
	Detection methods, signs or symptoms of exposure or release of hazardous chemicals in the lab (i.e., odors, monitoring equipment, visual appearance) and the proper course of action if detected.
	Location of all PPE needed for procedures

Chemical Safety (cont.)	
	Proper use of the chemical fume hood, glovebox, blast shielding, or other exposure protection equipment and their monitoring devices/methods.
	Proper chemical segregation and storage based on hazard and compatibility, including chemical labeling requirements
	Chemical spill procedures and required reporting
Biological Safety (for laboratories using biological hazards)	
	Location and proper use of laboratory disinfectants
	Signs and symptoms associated with exposure to the hazards specific to the laboratory, including infectious agents to humans, plants, or animals, recombinant or synthetic nucleic acid materials and routes of potential exposure (needle stick, skin contact, eye splash, etc.)
	Reporting requirements for laboratory incidents and accidents, especially resulting in personal injury and/or exposure to **infectious agents and/or recombinant or synthetic nucleic acid materials**
	Biohazardous waste triage procedures (ex: autoclave vs use of effective disinfectants)
	Autoclave procedures, particularly pertaining to decontamination of biohazard waste
	Standard microbiological procedures and guidance in HHS/CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)
	Familiarity with the NIH Guidelines for Research Involving Recombinant DNA Molecules and the lab's Institutional Biosafety Committee protocol
	Proper use of Biological Safety Cabinets (BSCs), if applicable
	Biological spill procedures and required reporting
Radiation Safety (for laboratories using radiological materials or equipment with radioactive sources)	
	Location of Radiation Safety Officer name and number
	Onsite, Initial, Basic and Advanced Training, completed in order, for authorization to use radioactive materials
Hazardous Waste (for laboratories generating hazardous waste)	
	Location and types of hazardous waste containers
	Appropriate labeling of hazardous waste
	Proper hazardous waste storage and waste ticketing procedures

I have trained the above-named individual on the topics noted above as they pertain to the scope of work, materials and procedures used in my laboratory.

Principal Investigator/Designated Laboratory Supervisor signature:

Principal Investigator/Designated Laboratory Supervisor name (printed):

I have been instructed about, have read, and understand the contents and concepts presented to me, as described above, and agree to abide by the principles and instructions that have been provided to me in this training. I understand that if I have any questions about the training, materials, the information presented, or if I experience any problems in performing my tasks with potential hazards, it is my responsibility to seek clarification from the Principal Investigator or designated Laboratory Supervisor.

Laboratory Personnel signature:

Laboratory Personnel name (printed):