Environmental Health & Safety

Lab Specific Training and Checklist for New Lab Workers

On the first day of work, prior to commencement of work activities involving hazardous materials (chemical, biological and radioactive material), all new lab workers are required to receive Lab Specific Safety training. This lab specific training does not need to be performed all at the same time. Emergency procedures and general lab safety procedures must be covered when the new worker starts. Other items can be covered when the new worker begins that procedure.

This training is to be conducted by the Principal Investigator (P.I.) or designee. A new lab worker is a new hire, new student or a transfer into a department from within the university. This includes administrative personnel who handle hazardous materials for such tasks as receiving, inventory, and stocking. According to state and federal laws and Stony Brook University policy, Principal Investigators and laboratory supervisors are responsible for ensuring that all lab workers receive adequate training to understand the hazards present in their work area. As part of normal interactions with laboratory workers, the supervisor should train them in the safe and proper practices for the procedures they use and any lab-specific safety measures they may take to protect themselves from exposure to hazardous materials, including the location and use of emergency equipment.

Environmental Health & Safety provides general training for all University personnel. The training schedule and course material can be found on the EH&S web site:
http://www.stonybrook.edu/ehs/training/

The courses that you may need to take include:

- Chemical Safety (ELS 002)
- Biological Safety (ELS 003)
- Bloodborne Pathogens (EOS 004)
- Hazardous Waste Management (ENV 001)
- Regulated Medical Waste Management (ENV 005)
- Shipping of Dangerous Goods (EOS 016)
- Radiological Safety (ERS 001)

Check your SOLAR training records to see what EH&S classes you have taken

This checklist is provided to laboratories to use as guidance for lab specific safety training. Additional training items can be added as needed. It is to be kept in the lab and not returned to EH&S.

Please contact EH&S at 632-6410 if you have any Laboratory Safety questions.

Principal Investigator's name _____

Employee Name: _____ SBU ID _____

Position/Title_____

Supervisor Name: _____ Date: _____

Initial	*Topic*
	Emergencies
	Reporting procedures for medical, fire or safety emergencies
	Basic building alarms, worker response to alarms, and evacuation procedures
	Emergency Evacuation Plan including: exits, evacuation routes and designated meeting locations, and identification of Safety Warden
	Location of emergency equipment such as eyewash stations, fire extinguishers, fire pull stations, safety showers, etc;
	Reporting requirements for laboratory incidents and accidents, especially relating to personal injury
	Location and use of spill kit, first aid kit
	Location of emergency contact information, including University Police (631-632-3333)
	General Lab Safety
	Contact information for lab personnel, lab services, building operator
	Operations requiring prior P.I. approval
	Food and beverages are not to be consumed in laboratories. Locations to store food and drink, and the appropriate designated areas to eat
	Facility requirements (i.e. door to laboratory closed, no gloved hands in hallways, use of secondary transport containers)
	Where personal protective equipment (PPE: gloves, glasses, lab coat) is stored in the lab
	When to use PPE, including proper eye protection, for specific tasks
	PPE work practices (i.e. closed toed shoes, lab coats buttoned, disposable gloves, wash hands after removal of gloves, removal of lab coats before leaving the lab, etc.)
	Non-chemical physical and health hazards specific for lab
	Lab Specific Protocols/Standard Operating Procedures (includes safety requirements)
	Hazards and proper use of compressed gases and cryogenic material
	How to use any equipment in the laboratory, particularly fume hoods, biological safety cabinets, centrifuges, etc.
	Proper handling of broken glass, razor blades, needles, syringes or other sharps
	Chemical Safety
	Location and access instructions for a copy of the laboratory chemical inventory, Chemical Hygiene Plan, and other safety information
	Material Safety Data Sheets (MSDS) location and use
	Highly hazardous chemicals used and their corresponding Standard Operating Procedures (SOP's) or Protocols
	Methods to control exposure to highly hazardous chemicals
	Detection methods and observations that may be used to detect the presence or release

	of a hazardous chemical in the lab (e.g. odor, monitoring equipment, or visual appearance) and what action to take if detected
	Hazardous chemical labeling system used in the lab
	Specific use of laboratory hoods and other engineering controls
	Chemical storage procedures
	Location of chemical waste containers, use, labeling and compatibility (Hazardous waste management and disposal procedures)
	Chemical spill procedures, including cleanup and reporting
Biological Safety	
	Identification of all biological hazards in laboratory
	Location and review of biosafety and bloodborne pathogen exposure control plan
	Laboratory Biosafety Level and standard microbiological procedures and guidelines in CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) http://www.cdc.gov/od/ohs/biosfty/bmbl5/bmbl5toc.htm
	The signs and symptoms associated with exposure to infectious agents or recombinant DNA, routes of exposure and procedures for reporting suspected laboratory acquired infections
	Location and proper use and preparation of laboratory disinfectants
	Regulated Medical Waste disposal procedures and equipment
	Autoclave procedures, particularly pertaining to decontamination of regulated medical waste
	Biological material spill procedures, including cleanup and reporting
Radiation Safety	
	General awareness of radiological hazards, signs and symbols used in lab
	Radiation Safety Officer name and phone number
	Training needed in order to be authorized to use radioactive materials
	Specific limitations on persons under 18 years of age with regards to use of radiological materials (i.e. parental permission)
	Specific training needed to utilize analytical X-Ray equipment

Your signature confirms that all items noted above have been communicated during a training session administered by the Principal Investigator or Laboratory Trainer and that you had the opportunity to ask questions.

Employee Signature_____ Date_____

Training administered by: _____ Date: _____

The new lab worker should initial and date each item when the topic is covered. After all of the training has been completed, have the new lab worker sign and date this form and save it in your laboratory training records.