



On-the-Job General Safety Training

Employee name: (print) _____ (sign) _____

Supervisor name: (print) _____ (sign) _____

Employee job title: _____

Department/division: _____

Date completed: _____

State and federal laws require on-the-job training for those who generate chemical or biological waste, and for those who work with recombinant DNA, human bodily fluids, or select agents.

This completed document must be available for audit by internal and external agencies.

	Supr. Initials	Emp. Initials	Date
Initial EHS Skillsoft Training			
CU: Bloodborne Pathogens			
CU: Chemical Waste Management			
CU: Lab Safety			
CU: Regulated Medical Waste Management			
General Safety Training			
Use of personal protective equipment, including donning and doffing			
Disinfection or decontamination protocol.			
Response procedures for accidental exposure to chemical, infectious biological or radioactive materials.			
Location of safety equipment (e.g., shower and eyewash stations, fire extinguishers; fire pull stations, Emergency Preparedness Quick Reference Guide, etc.)			
Location of posted emergency contact tags			
<ul style="list-style-type: none"> Walked at least two possible emergency evacuation routes. Awareness of program- and building-specific emergency evacuation procedures. 			
Reporting of workplace injuries and exposures.			
Use of laboratory fume hood.			
Awareness of all potentially hazardous environments and equipment.			
<ul style="list-style-type: none"> Instructed in lab SOPs Aware of location of SOP hard copies 			
Labeling protocol for all containers.			

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Biological Safety			
Handling, segregation and disposal of biological wastes.			
Handling and disposal of sharps.			
Selection and use of chemical disinfectants.			
Handling of recombinant DNA.			
Handling of infectious materials, specimens and cultures.			
Handling of tissue culture materials.			
<ul style="list-style-type: none"> • Use of biological safety cabinets / laminar flow hoods • Online tutorial 			
Use of autoclave, centrifuge, and pipettes.			
Occupational Health			
Enrolled in occupational health program, if applicable.			
If working with human specimens or cell culture materials, received or waived HBV vaccination.			
Other vaccinations received, as applicable.			
If use of respirator is required, <ul style="list-style-type: none"> • submitted questionnaire and clearance forms • Skillsoft training (Respiratory Protection) completed • fit testing completed 			
Hazardous Materials Safety			
<ul style="list-style-type: none"> • Knowledge of proper spill response procedures • Knowledge of proper spill reporting procedure • Location of spill response materials/kit 			
Informed of chemical locations and inventory			
Trained in proper chemical storage and segregation			
<ul style="list-style-type: none"> • Informed of location of safety data sheets, and aware of their location • Trained in meaning of posted warning signs/symbols for flammables, corrosives, toxins, carcinogens, biohazards and radioactives 			
Aware of chemical hygiene plan, if applicable			
Informed of proper procedures for transport of hazardous materials through buildings and around campus			
Chemical Waste Disposal			
Review Sink Disposal Guidelines sign posted above sink.			
Aware of location of chemical waste containers, labels, and Chemical Waste Disposal Request forms.			
Trained in labeling and handling requirements for chemical waste containers.			
Aware of chemical waste removal/disposal procedure.			
Trained in segregation of waste streams; i.e., chemical, bio/infectious, radioactive, sharps.			
Trained in conducting weekly SAA inspections, and SAA Log documentation.			
Trained in segregation of incompatible wastes, i.e., acid/base, acid/cyanide, oxidizer/flammable.			
Trained in the requirement and use of secondary containment.			

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Chemical Waste Disposal			
Trained in proper management of empty chemical containers (e.g., P-waste containers, pre-cleaning reusable glassware, proper rinsing requirements).			
Aware of requirement to maintain adequate aisle space for waste container access.			
Trained in proper control of chemical waste.			
Aware of requirement for chemical waste to remain within laboratory.			
Aware of requirement to not treat or destroy hazardous chemical waste.			
Aware of correct incident reporting procedures.			

EYE PROTECTION

The university must provide, and require the use of eye protective devices by all students, faculty and visitors working with hot liquids or solids, flammable, toxic, corrosive, irritating, sensitizing or radioactive chemicals, or chemicals which generate pressure through heat, decomposition or other means. Compliance is required by the university.

EATING AND DRINKING IN LABORATORIES

Eating, drinking, applying cosmetics, or smoking in areas where toxic, radioactive, or infectious materials are used is prohibited. Departments shall designate appropriate areas for lunch and breaks where eating and drinking are permitted.

PROPER LABORATORY ATTIRE

Neither open-toed shoes nor shorts may be worn in lab areas.