



UNIVERSITY OF HAWAI'I
CANCER CENTER

LABORATORY PERSONNEL/STUDENT SAFETY CHECKLIST & TRAINING LOG

Employee/Student name: _____
 (Print Name)

Start Date: _____ **End Date:** _____

Email: _____

Contact Number: _____

Status: Check all that apply

<input type="checkbox"/> UH	<input type="checkbox"/> RCUH	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-time	<input type="checkbox"/> UCERA
<input type="checkbox"/> Collaborator Form:			<input type="checkbox"/> Visiting Researcher	
<input type="checkbox"/> PI/Faculty	<input type="checkbox"/> Grad Student	<input type="checkbox"/> Undergrad	<input type="checkbox"/> Technician	<input type="checkbox"/> Research Asst.
<input type="checkbox"/> Volunteer*	<input type="checkbox"/> Summer Student	<input type="checkbox"/> High School	<input type="checkbox"/> Other:	

*** Please notify UHCC EHSO if you have a volunteer or minor working in your lab. There are additional forms that must be completed.**

Principal Investigator (PI)/Supervisor: _____

Department/Program: _____

Lab Location (building, room): _____

Hepatitis B Immunization Series: Yes No
 Immunization Form on File: Yes No
 Declination Form: Yes No
 N/A

Immunizations Required by PI: _____
 Immunization Form on File: Yes No

- EHSO safety trainings are intended to be general awareness trainings.
- Principal Investigators and/or Lab Supervisors must provide all new lab personnel/students with task and site specific training.
- Prior to working in the lab, new lab personnel/students must complete the Lab Personnel Safety Checklist with their Principal Investigator/Lab Supervisor.
- Principal Investigators/Lab Supervisors are responsible for maintaining all training records and ensuring all lab members complete the appropriate trainings.
- Lab personnel/students are responsible for maintaining personal training records and to complete trainings when due.
- The Safety Training Log should be used to keep track of training dates.

The following policies and procedures have been reviewed with this employee/student:

1. _____ Has the PI/Lab Supervisor discussed the nature of the research being conducted in the laboratory and the shared/surrounding laboratory areas?
2. _____ Has the PI/Lab Supervisor discussed all hazardous components of the research?
 - a. _____ Chemical (Health and Physical Hazards)
 - b. _____ Biological
 - c. _____ Electrical
 - d. _____ Hazardous Equipment (UV Radiation, Autoclaves, Equipment with moving parts, Equipment with mercury components, etc.)
 - e. _____ Radioactive
 - f. _____ Other:

3. _____ Has the employee/student received instruction on known symptoms associated with exposure to highly toxic chemicals or biological commodities used in the laboratory?
4. _____ Has the PI/Lab Supervisor discussed the need for the employee/student to inform health care providers of the hazardous substances (chemical, biological and radioactive) used in the laboratory?
5. _____ Has the PI/Lab Supervisor reviewed the **Chemical Hygiene Plan** and all **Standard Operating Procedures** (SOPs for working with carcinogens, toxic chemicals and drugs, reactive chemicals, mutagens, reproductive hazards, compressed gasses, etc. such as formaldehyde, ethidium bromide, acrylamide, phenol, liquid nitrogen, etc.)?

6. _____ Has the PI/Lab Supervisor identified the location of **Safety Data Sheets (SDS)**, methods of access (e.g. manufacturer website, hardcopy, etc.) and demonstrated how to use and understand a SDS?
7. _____ Has hazard assessment information concerning **Personal Protective Equipment (PPE)** required in the laboratory been reviewed, i.e. how to determine the appropriate PPE to use when working with a chemical or biohazard?
- a. ___ Eye/face protection (safety glasses vs. safety goggles vs. face shields, etc.)
 - b. ___ Gloves (appropriate to the work being done, e.g. latex vs. nitrile, double gloving, etc.)
 - c. ___ Lab coats (closed front, special materials, etc.)/aprons
 - d. ___ Closed-toe shoes
 - e. ___ Proper attire
 - f. ___ Respirators *See item 11.
8. _____ Has the PI/Lab Supervisor explained that all PPE must be removed prior to entering common areas (e.g. elevator lobbies, breakrooms, office areas, bathrooms, stairwells, outside the building) and before contact with communal items (e.g. doorknobs, telephones, elevator buttons, etc.)?
9. _____ Has the PI/Lab Supervisor explained how to properly transport materials within the facility and between facilities, i.e. that all hazardous materials must be packaged appropriately when transported through the buildings (secondary containment, the use of carts, labeling, etc.)?
10. _____ Has the employee/student been trained in the proper use of **laboratory equipment** such as:
- a. ___ Autoclave
 - b. ___ Biosafety Cabinet
 - c. ___ Chemical Fume Hood
 - d. ___ Other specialized lab equipment: _____
11. _____ Does the employee/student need a **respirator**? If yes, arrange for exposure evaluation, training, and fit testing through the UHCC EHSO and arrange for medical clearance by a licensed health practitioner.

12. _____ Have the **Emergency Preparedness and Response Procedures** been explained to the employee/student and pertinent procedures reviewed for:

- a. ___ Spills (chemical, biological, radiological, etc.)
- b. ___ Fire/evacuation
- c. ___ Exposure to hazardous materials
- d. ___ Personal injury
- e. ___ Incident Reporting

13. _____ Have all **Emergency Equipment locations/procedures** been identified to the employee/student?

- a. ___ Emergency Showers
- b. ___ Emergency Eyewashes
- c. ___ Fire Alarm Pull Stations
- d. ___ Fire Extinguishers
- e. ___ Spill Kits
- f. ___ First Aid Kits
- g. ___ Emergency Contact Numbers
 - UHCC EHSO: 440-5210
 - UHCC Security: 586-3015
 - JABSOM Security: 692-1911/0911
 - UH Manoa Security: 956-6911
 - * UHCC phones do not require dialing 9 first but there will be a momentary delay.)
 - PI/Lab Supervisor 24/7 contact numbers

14. _____ Have the procedures for the proper handling of **Hazardous Materials and Hazardous Wastes** and **Biological Agents and Bloodborne Pathogens (BBP)** been explained to the employee/student, including the **Hazardous Materials Management Plan, Waste Disposal Procedures, Biological Agents and Bloodborne Pathogens Exposure Control Plan, Chemical Inventory**, etc.

- a. Chemical Material
 - ___ Flammables
 - ___ Corrosives
 - ___ Toxics/Mutagens/Carcinogens
 - ___ Highly reactive chemicals (air reactive, pyrophoric, water reactive)
 - ___ Peroxide forming chemicals
 - ___ Storage and Segregation
 - ___ Inventory
 - ___ Labeling
 - ___ Secondary Containment when required

- b. Chemical Waste
 - Accumulation
 - Labeling
 - Primary and Secondary Containment
 - Disposal procedures
 - c. Compressed gasses
 - Securing requirements
 - Safe use
 - Transport through the facility
 - d. Liquid Nitrogen
 - Transport through the facility
 - Safe use
 - e. Radioactive material
 - f. Sharps (metal, non-metal, broken glass)
 - Proper use (Safer sharps technologies)
 - Containment
 - Disposal
 - g. Biological Material & Exposure Control
 - h. Biohazardous Waste Treatment and Disposal
 - i. Biological Commodity Transport, Receiving and Shipping Restrictions
 - j. Animal Use Policies
15. Has the PI/Lab Supervisor explained the **UHCC No Open Flames Policy** to the employee/student?
16. Has the PI/Lab Supervisor reviewed the **laboratory signage** (warning signs, door signs, etc.) with the employee/student?
17. Have the **Security and Authorized Entry/Escort procedures** been explained?
18. Has the PI/Lab Supervisor explained all Training requirements and any **health surveillance** and/or **vaccinations** required?

Contact UHCC EHSO at 440-5210 or at <mailto:MHiramoto@cc.hawaii.edu> with any questions or concerns.

Employee/Student Signature: _____ Date: _____

Principal Investigator Signature: _____ Date: _____

- 1. Keep the completed forms with employee/student training records.**
- 2. Send a copy to UHCC EHSO (Office: Rm 124D, Building A).**
- 3. The employee/student should keep a personal copy**

Training Classes and/or Certifications

UH System-Wide General Lab (Chemical) Safety (Initial) Date: _____

Annual Refresher Lab Safety Dates (conducted by PI/Lab Manager):

Hazardous Waste Generator (HWG) Online Annual Training Dates:

General Biosafety Training Dates:

Bloodborne Pathogens/Sharps Hazards (BBP) Training Dates:

Transportation of Infectious and Biological Substances Online Training Dates:

Initial Radiation Safety Training Date:

Annual Online (Laulima) Refresher Radiation Safety Training Dates:

Initial Fire Safety Training Date:

Initial Respiratory Protection Training Date:

Annual Respiratory Protection Training Dates:

Respirator Fit Testing Date:

Annual Respirator Fit Testing Dates:

Medical Clearance Date:
