FAS Laboratory Safety Orientation Checklist

Laboratory Safety Training Review

☐ Add new researcher to PI’s roster in the EH&S Laboratory Training Management System (https://training.ehs.harvard.edu/). Review individual’s research program, identify core and specialized trainings necessary, and update training profile accordingly.

☐ Introduce new researcher to the EH&S Laboratory Training Management System (https://training.ehs.harvard.edu/), review their training profile, and demonstrate how to launch online trainings and/or schedule classroom trainings.

☐ Review laboratory-specific training/SOPs for highly hazardous materials, equipment, or processes that pertain to research program.

Laboratory Orientation. Review the following safety features:

☐ Location and information in Emergency Response Guides (next to wall phones)
☐ Emergency evacuation route and meeting area
☐ Location of fire extinguishers and closest pull station
☐ Location and proper use of safety showers
☐ Location and proper use of eyewash stations
☐ Location of first aid kit
☐ Location of accident report forms and filing process
☐ Location and use of spill kits (if applicable)
☐ Basic and lab-specific PPE Policy and location of required PPE (goggles, face shields, lab coats, etc.)
☐ Location of fume hoods and/or biosafety cabinets (if applicable)
☐ Location and use of hazardous waste accumulation areas (if applicable)
☐ Location of Material Safety Data Sheets: http://www.chemadvisor.com/harvard/
☐ Location of Chemical Hygiene Plan: http://ehs.harvard.edu/sites/ehs.harvard.edu/files/chemical_hygiene_plan_2.pdf
☐ Location of highly hazardous materials, equipment, or processes, their rules for use, and location of SOPs

Trainee Information & Signatures

☐ Undergraduate ☐ Post Doctoral Fellow ☐ Intern ☐ Visitor
☐ Graduate Student ☐ Staff ☐ Core Customer ☐ Vendor

Trainee Name: ____________________________  Signature: ____________________________

Orientation given by: ____________________________  Signature: ____________________________

Date: ____________________________  Laboratory/Core: ____________________________

CC: Principal Investigator: A copy of this form must be kept on file by the laboratory.
CC: Laboratory Director/Executive Director: A copy of this form must be kept on file by the Department.

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