

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

- | | | | |
|---|---|--|----------------------------------|
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Post Doctoral Fellow | <input type="checkbox"/> Intern | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> Graduate Student | <input type="checkbox"/> Staff | <input type="checkbox"/> Core Customer | <input type="checkbox"/> 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.