

LABORATORY-SPECIFIC TRAINING RECORD

Principal Investigator: _____ Email: _____
 Building Name: _____ Room(s): _____

The person providing instruction should determine which topics are relevant to the laboratory. Once the relevant training has been completed, the new lab worker should sign and date the signature sheet at the end of this document.

APPLICABLE?	Topic
	<i>Emergency Procedures</i>
YES	Reporting medical, fire or safety emergencies to SMUPD at 911 or 214-768-3333
YES	Reporting incidents to the Office of Risk Management within 24 hours at 214-768-2083 or RiskManagement@smu.edu
YES	Basic building alarms, response to alarms, and Know What To Do instructions
YES	Emergency Action Plan including exits, evacuation routes, and assembly points
YES	Location of emergency equipment such as first aid kits, eyewash stations, fire extinguishers, fire pull stations, safety showers, etc.
	<i>General Lab Safety</i>
	Attendance at Laboratory Safety Training provided by SMU EHS
	Process for raising and addressing health and safety concerns in the lab
	Locations of designated areas to eat and drink (food and beverages are not to be consumed in labs)
	Protocols for transporting hazardous materials (secondary containment, carts, etc.)
	Lab security requirements (locked doors, access policies, etc.)
	Location of personal protective equipment (PPE: gloves, glasses, lab coat, etc.)
	When to use PPE, including proper eye protection, for specific tasks
	PPE work practices (closed-toed shoes, wash hands after removal of gloves, removal of lab coats before leaving the lab, etc.)
	Hazards and proper use of compressed gases and cryogenic material (moving and securing cylinders, attaching and removing regulators, etc.)
	Proper handling and disposal of broken glass, razor blades, needles, syringes, or other sharps
	<i>Chemical Safety</i>
	Location and access instructions for the laboratory chemical inventory, the Chemical Hygiene Plan, and other pertinent safety information
	Location, access instructions, and use of Safety Data Sheets (SDS)
	Methods that may be used to detect a hazardous chemical in the lab (odor, monitoring equipment, etc.) and what action to take if detected
	Hazardous chemical labeling system used in the lab
	Proper use of laboratory hoods and other engineering controls
	Chemical storage procedures
	Hazardous waste management and disposal procedures
	Chemical spill procedures, including spill kit location, cleanup, and reporting
	Review of Standard Operating Procedures for hazardous chemicals present in the laboratory

