**University of Colorado**

**On-The-Job Safety Training**

Employee Name: (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Sign)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Sign)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Completed: \_\_\_\_\_\_\_\_\_\_

**Important Note:**

On-the-job (OJT) training is a requirement by state and federal law for those individuals generating any chemical or biological wastes. OJT is also required for any individual working with recombinant DNA, human blood/bodily fluids, select agents or other physical hazards. This checklist has been prepared by the UCCS Environmental Health and Safety (EH&S) Department to be used by supervisors when providing OJT training for their individual laboratories. **This OJT must be documented and available for audit by internal and outside agencies.**

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| --- | --- | --- | --- |
| Initial EH&S Training | Supervisor’s Initials | Employee’s initials | Date |
| Lab Safety Training Online or classroom |  |  |  |
| General Safety Training | Supervisor’s Initials | Employee’s initials | Date |
| Employee aware of proper use of personal protective equipment and how to correctly don and doff these items (e.g. eye protection, lab coat, gloves, closed shoes, etc). |  |  |  |
| Employee aware of proper response procedures for emergency situations-chemical, bio/infectious or radioactive exposures. |  |  |  |
| Location of safety equipment (e.g. shower and eye wash stations, fire extinguishers, phones, fire pull stations, quick reference guide, etc). |  |  |  |
| Posted emergency response procedures, emergency contacts & phone numbers. |  |  |  |
| Walk to at least two possible emergency evacuation routes out of the lab. Informed of program and building specific emergency evacuation procedures. |  |  |  |
| Informed of the proper use of a laboratory fume hood. |  |  |  |
| Informed of all potentially hazardous equipment and environments in the lab. |  |  |  |
| Informed of proper reporting for workplace injuries and exposures. |  |  |  |
| Informed and instructed in lab standard operating procedures (SOP) including location of written SOP’s (e.g. working in lab alone, leaving procedures unattended, etc). |  |  |  |
| Informed of labeling protocol for all containers (contents, conc., date, initials, chemical name). |  |  |  |
| Informed of disinfection or decontamination protocol for personnel, work area, equipment, glassware etc. |  |  |  |
|  |  |  |  |
| Biological Safety | Supervisor’s Initials | Employee’s initials | Date |
| Complete required online training for biosafety |  |  |  |
| Complete required online training for Blood Borne Pathogens |  |  |  |
| Informed of proper handling, segregation and disposal of biomedical wastes. |  |  |  |
| Proper handling and disposal of sharps. |  |  |  |
| Proper selection and use of chemical disinfectants for work surfaces. |  |  |  |
| Proper handling of recombinant DNA. |  |  |  |
| Proper handling of infectious materials, specimens and cultures. |  |  |  |
| Proper handling of tissue culture materials. |  |  |  |
| Received training on proper use of biological safety cabinets/laminar flow hoods-(completion of the online biosafety cabinet tutorial). |  |  |  |
| Received training on use of laboratory equipment-autoclave, centrifuges and pipettes. |  |  |  |
| Occupational Health | Supervisor’s Initials | Employee’s initials | Date |
| Employees have been informed about proper machine guarding requirements. |  |  |  |
| Employee informed about the hazards of lasers in his/her workplace |  |  |  |
| Individuals working with human specimens or cell culture materials have received or waived the HBV vaccination. |  |  |  |
| Hazardous Material Safety Training | Supervisor’s Initials | Employee’s initials | Date |
| Knowledge of proper spill response procedures and reporting procedure for hazardous material spills. Location of chemical spill response materials/spill kit. |  |  |  |
| Informed of chemical locations & inventory. |  |  |  |
| Trained in proper chemical storage & segregation e.g. acids/bases, liquids/solids, oxidizers/flammables, etc. |  |  |  |
| Informed of location & use of material safety data sheets (MSDS). |  |  |  |
| Meaning of posted warning signs/symbols for flammables, corrosives, toxins, carcinogens, biohazards, and radioactives. |  |  |  |
| Aware of lab safety plan, if applicable. |  |  |  |
| Informed of proper transport of hazardous materials through buildings and around campus. |  |  |  |
| Chemical Waste Disposal Training | Supervisor’s Initials | Employee’s initials | Date |
| Training is required to handle chemical waste; new employees must be under direct supervision of a trained person until all training requirements have been completed (up to 6 months). |  |  |  |
| Review Sink Disposal Guidelines (nothing can be disposed down the drain without prior EH&S approval). |  |  |  |
| Location of chemical waste containers, labels & chemical waste disposal forms in lab. |  |  |  |
| Labeling requirement for chemical waste containers (label required for first drop added). |  |  |  |
| Chemical waste removal/disposal procedure (submission of Chemical Waste Disposal Form). |  |  |  |
| Segregation of different waste streams, e.g. chemical, bio/infectious, radioactive, sharps, etc. |  |  |  |
| Chemical waste containers must remain closed at all times, except when adding or removing waste from the container. |  |  |  |
| Requirement to conduct weekly SAA inspections and document on SAA logs. Check for leaks, bulging, storage criteria (e.g. segregation, lids, spacing between containers), quantity limits, etc. Need to reassign SAA tasks, or call for waste pick-up when SAA rep will be away. |  |  |  |
| Do not add incompatible wastes to the same container e.g. acid/base, acid/cyanide, oxidizer/flammable. |  |  |  |
| Secondary containment is used where needed e.g. glass containers stored on the ground, acid/base, acid/cyanide, oxidizer/flam. |  |  |  |
| Procedures for proper management of empty chemical containers (P-waste containers, pre-cleaning re-usable glassware before dishwasher, proper rinsing requirements, de-labeling reagent bottles for re-use, etc). |  |  |  |
| Maintain adequate aisle space in laboratory to access waste containers. |  |  |  |
| Chemical waste must be under control of the operator at all times, e.g. under visual observation. |  |  |  |
| Chemical waste containers must remain at the point of generation inside the lab; never take chemical waste containers out of the laboratory. |  |  |  |
| Do not treat or destroy any hazardous chemical wastes. |  |  |  |
| Reporting procedure for chemical spills or chemical exposures, call University Police x3111 |  |  |  |

**EYE PROTECTION**

Colorado law requires "the governing board of every school district, university, college, or other institution of higher learning...to provide eye protective devices for the use of all students, teachers, and visitors" and requiring supervisors of activities involving "working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissues, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition or other means" to "require such eye protective devices be worn by students, teachers and visitors." The requirement for providing appropriate eye protection also applies to all UCCS employees, students and visitors engaged in research. It is the policy of the University of Colorado Colorado Springs that full compliance with the provisions of this law in accordance with CDPHE guidelines is the responsibility of managers, principal investigators, supervisors and employees for all teaching, research, and maintenance activities.

**EATING AND DRINKING IN LABORATORIES**

Eating, drinking, applying cosmetics, and smoking in areas where toxic, radioactive, or infectious materials are used increase the risk of harmful exposure by ingestion and are prohibited by regulations and standards adopted by Centers for Disease Control/National institutes of Health, Colorado Department of Health/Nuclear Regulatory Commission, and other governmental and standards setting organizations. Departments, schools, or other work units shall designate appropriate areas for lunches and breaks where eating and drinking are permitted and no hazardous materials are present The supervisor of an employee or student area or activity shall be responsible for assessing the potential exposure for an area or activity in accordance with CDPHE guidelines.

**PROPER LABORATORY ATTIRE**

Please notify your staff that open-toed shoes such as Crocs, sandals, and flip-flops are not allowed to be worn in the lab areas. Open-toed shoes are not considered to be appropriate personal protective equipment for conducting laboratory work. Also, shorts should not be worn in the lab to minimize potential for direct skin splashes should an accident occur with chemicals, radioactive, or biological materials. It is recommended that a change of attire be kept in the lab for performing laboratory experiments if you would like to wear shorts and open-toed shoes after exiting the lab.

**FIRE ALARM RESPONSE POLICY STATEMENT**

It is the policy of the University of Colorado Colorado Springs that ALL PERSONS SHALL BE ALLOWED TO EVACUATE THE BUILDING WHEN A FIRE ALARM SOUNDS. While actual fires on the campus are rare, all fire alarms on the campus should be considered real (all fire drills will be scheduled in advance). Fires have the inherent hazards of heat, smoke, and toxic gases. In addition, fires can quickly spread, limiting visibility and making escape difficult. Alarm systems are designed to provide early warning, which may be critical in an emergency.

Generally, we encourage all persons to evacuate via the nearest safe exit. Do not attempt to use elevators during fire alarms. Note that most elevators recall automatically during a fire alarm in the building, and they will only be available after the system is reset. Persons should not attempt to re-enter the building until the alarm condition is cleared. For a full copy of the policy and procedures, please visit the fire safety webpage.