**UCCS Laboratory Employee Safety Training Checklist**

According to state/federal laws and University of Colorado Colorado Springs (UCCS) policy, Principal Investigators and laboratory supervisors are responsible for ensuring that all employees/volunteers receive adequate training to understand the hazards present in their work area. This includes administrative personnel who handle lab chemicals for such tasks as receiving, inventory, and stocking. Training must occur prior to assignments involving potential exposure to chemicals. EH&S provides general training for most categories of hazards in the laboratory. EH&S strongly encourages and in some cases requires that employees take these classes since they cover topics that are specific to the UCCS. Laboratory staff must also receive training applicable to all UCCS employees such as an orientation to the UCCS Lab Safety Plan, Lab Specific Safety Plan, Emergency Evacuation and Operations Plan,

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Laboratory Specific Training** |
| ***The below types of training are required for each laboratory staff person and are to be provided by the Laboratory P.I., Manager, or Chemical Hygiene Officer. Details about each subject are discussed in the UCCS Laboratory Safety Manual and should be address in the Laboratory Specific Safety Plan for this laboratory.*** |
| ***Have you received the following?*** | **Date** |
| Orientation to the content and location of the Laboratory Specific Safety Plan, including: • UCCS Lab Safety Plan • Lab-specific Standard Operating Procedures (SOPs) • Other lab specific information |  |
| Methods for finding exposure limits |  |
| Material Safety Data Sheets/Safety Data Sheets (MSDS/SDSs) and other safety references |  |
| The hazards of the workplace and how to detect the presence or release of hazardous chemicals and the basic signs and symptoms of chemical overexposure |  |
| Requirements for Personal Protective Equipment (PPE) and how to select, don, doff, and maintain it |  |
| How to segregate and safely store chemicals in the laboratory |  |
| Proper disposal of all laboratory waste |  |
| How to safely clean up spills and respond to other emergencies |  |

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After all of the training has been completed have the new employee sign and date this form and save it in your laboratory training records.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_