



LABORATORY SPECIFIC SAFETY TRAINING

Principal Investigators/Laboratory supervisors shall ensure that all workers in their laboratories receive health & safety training specific to the hazards present in the lab. Where a laboratory or core piece of equipment is shared by multiple user groups, the Principal Investigators/Laboratory Supervisors of these groups shall work together to provide cross-training to the groups on the various hazards associated with their individual projects. Each department shall provide general department-wide training on WHMIS and other safety related information.

Instructions to the Laboratory Supervisor:

Laboratory supervisors should supplement general Department safety training with training specific to all chemical, biological, radiation or other hazards in their laboratories. The attached checklist identifies information/training that should be provided to all workers in the laboratory. The training may be completed by the laboratory supervisor or their delegate.

The Checklist is divided into various Sections. Below is a brief description as a guide to assist you in the provision of applicable training:

Safety Resources: This Section lists the documentation, manuals, Material Safety Data Sheets, and other safety resources that are available to the worker and information that the worker should be aware of and refer to as necessary. Laboratory-specific safe operating procedures identifying hazards associated with a specific experiment or process.

Emergency & Safety Equipment: This Section lists the emergency equipment and personal protective equipment. It is extremely important that all workers are aware of the location of emergency equipment and know how to operate it before they start working with hazardous materials so they are able to access it without delay in the event of an emergency.

Chemical, Radiation and Biosafety: These Sections list the training and instruction that is required for workers working with chemicals, radioisotopes or biohazardous materials.

Hazardous Waste Disposal: This Section identifies the need to discuss hazardous waste storage and disposal procedures in the lab with the users that will be generating the waste.

Laboratory Equipment: Use this Section to train lab workers on the use of laboratory equipment that the worker will require to use, for example, centrifuges, ovens, rotary evaporators, autoclaves, UV or x-ray emitting devices.



Complete the checklist for each worker in the laboratory.

The supervisor and the worker must sign and date this document. The laboratory supervisor should retain a copy for recordkeeping and future review.

The checklist is designed to assist the laboratory supervisor in the provision of laboratory-specific training for new workers. It is recommended this checklist be reviewed with workers on a regularly scheduled basis e.g. during their annual performance review as a means to update and ensure that the worker is trained to perform all identified tasks and/or job duties.



LABORATORY SAFETY TRAINING CHECKLIST

Name: _____ Supervisor: _____

Department: _____ Lab Number: _____

Date: _____

This Checklist is to be completed prior to the worker working in the laboratory. Please check all items on which training, information or safe work procedures have been read and understood. For items that are not applicable, please indicate as N/A.

| | Yes | N/A | Training Date |
|---|-----|-----|---------------|
| A. Safety Resources | | | |
| Department Safety Procedures | | | |
| Department Safety Committee | | | |
| Laboratory Safety Manual | | | |
| Emergency Procedures e.g. spill, exposure, fire | | | |
| Working Alone Protocol | | | |
| Hazardous materials inventory | | | |
| Material Safety Data Sheets | | | |
| Laboratory Safe Operating procedures | | | |

B. Emergency & Safety Equipment

| | | | |
|---|--|--|--|
| Fire extinguisher location | | | |
| First Aid Kit location | | | |
| Emergency eyewash location & operation instructions | | | |
| Emergency Shower location & operation instructions | | | |
| Spill Kit location | | | |
| Appropriate lab attire – lab coat, long pants, closed toe shoes | | | |
| Appropriate Gloves – specify type | | | |
| Safety Glasses/ Safety goggles/ Face shield | | | |



| | Yes | N/A | Training Date |
|--|-----|-----|---------------|
| Respirator – specify type and purpose | | | |
| Instructions on the cleaning & maintenance of personal protective equipment listed above. | | | |
| C. Chemical Safety | | | |
| WHMIS training | | | |
| Instruction on safe storage of chemicals in this lab e.g. Storage by compatibility groups | | | |
| Instruction on handling and storage of specialized chemicals e.g. air reactive chemicals | | | |
| Instruction on specific processes/experiments e.g. use of hydrofluoric acid, solvent distillation | | | |
| Instruction on clean up of chemical spills | | | |
| Instruction on proper use of fume hood e.g. sash at < 12 inches or as far down as possible when not in use | | | |
| Safe use and transport of compressed gas cylinders | | | |
| D. Radiation Safety | | | |
| Completed the mandatory Radiation Safety Training | | | |
| Listed as a user on the Lab Supervisor’s radioisotope permit | | | |
| Instructions on the use, storage and disposal of radioisotopes in this lab. | | | |
| Instructions on radioisotope record keeping requirements. | | | |
| Instruction on clean up of radioisotope spills and decontaminating self | | | |
| Instruction on reporting of radioactive spills and exposure | | | |
| Instruction on Laser safety | | | |
| Completed the Radiation Safety Guideline for Non-users | | | |
| E. Biological Safety | | | |
| Have read the Biosafety Manual | | | |
| Instruction on the use, storage and disposal of biohazardous materials in this lab. | | | |



| | Yes | N/A | Training Date |
|--|-----|-----|---------------|
| Instruction on the appropriate decontamination procedures in this lab. | | | |
| Instructions on clean up of biohazardous spills and decontaminating self. | | | |
| Instructions on reporting of biohazardous spills and exposure | | | |
| Instruction on the use of appropriate Biosafety Cabinet | | | |
| F. Hazardous Waste Disposal | | | |
| Instruction on segregation and storage of hazardous chemical, biohazardous and radioactive waste | | | |
| Instruction on disposal of sharps (e.g. syringes) | | | |
| Instruction on disposal of waste glassware | | | |
| G. Laboratory Equipment e.g. centrifuge, ovens, rotary evaporators (Add extra sheet if required) | | | |
| | | | |
| | | | |
| | | | |
| H. Other (List specific training – add extra sheets as required) | | | |
| | | | |
| | | | |
| | | | |

I, _____ was instructed on all applicable points in this laboratory safety training checklist and fully understand them. My signature below indicates that I fully understand all areas listed on the training checklist and will follow all safe work practices and procedures.

I, _____ instructed the above-named individual on all applicable points in this laboratory safety training checklist. My signature below indicates that the individual is suitably trained and has sufficient experience to safely perform the assigned work in the laboratory.

Laboratory Personnel Signature: _____ Date: _____

Laboratory Supervisor Signature: _____ Date: _____