

# The University of Texas at Austin

## Site-Specific Hazard Communication (OH 102) Training Record

### Laboratory Version

The University requires documentation that all laboratory personnel have received Site-Specific Hazard Communication (OH 102) training. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator:

EID:

Department:

This checklist is to assist the PI in providing training as described in the University's Hazard Communication Program and the Laboratory Safety Manual. It is the Principal Investigator's responsibility to ensure all research laboratory personnel (employees, students, visiting researchers) are trained. This training must be provided initially and:

- Whenever the potential for exposure to hazardous materials increases
- Whenever new hazardous materials are received in the laboratory
- Whenever new information about a hazardous material is received

In addition, Environmental Health and Safety (EHS) recommends periodic refresher training every two years. Additional site-specific training topics should be covered based on the hazards in your lab as appropriate.

#### **Review the following:**

##### **General:**

**Y N N/A**

1. Lab-specific standard operating procedures (SOPs) for the safe handling and use of hazardous materials (chemical, biological, radioactive)
2. Physical and health hazards (acute and chronic) associated with the materials
3. Signs and symptoms associated with exposures to hazardous materials in the lab
4. Methods and observation techniques to determine the presence or release of hazardous materials
5. Procedures for using safety equipment including fume hood, biosafety cabinets, special ventilation or other equipment
6. Location of signage including safety signs, emergency numbers and the Texas Hazard-Communication Employee notification poster
7. The lab's housekeeping procedures
8. Procedures for transporting hazardous materials safely across campus
9. Inform personnel how to register for EHS safety training classes:  
[www.utexas.edu/safety/ehs/train](http://www.utexas.edu/safety/ehs/train)

|   |          |          |            |
|---|----------|----------|------------|
| <b><u>Chemicals:</u></b>  | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 10. Storage location of chemicals and their segregation by compatibility  |          |          |            |
| 11. Requirements for chemical labeling on primary and secondary containers  |          |          |            |
| 12. Use, storage, and handling of gas cylinders and cryogenics  |          |          |            |
| 13. Use of specific chemicals that would warrant exposure monitoring  |          |          |            |
| 14. Inform personnel how to request monitoring by Environmental Health and Safety   |          |          |            |
| <b><u>Biological:</u></b>   | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 15. Biosafety Plan and Exposure Control Plan  |          |          |            |
| 16. Decontamination and disinfection procedures   |          |          |            |
| <b><u>Radioactive:</u></b>  | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 17. Procedures for use of radiation logbook   |          |          |            |
| <b><u>Physical:</u></b>   | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 18. Location of machine guards and their use  |          |          |            |
| 19. Lasers: what warning systems, area controls or signage are required   |          |          |            |
| <b><u>Personal Protective Equipment (PPE):</u></b>  | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 20. PPE requirements for personnel including selection, maintenance and use   |          |          |            |
| 21. How personnel can obtain PPE and how to dispose of PPE after use  |          |          |            |
| <b><u>Emergency Response:</u></b>   | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 22. How to respond to an emergency, including exposures, first aid and evacuation route   |          |          |            |
| 23. Location of emergency equipment including spill kits, fire-fighting equipment, alarms, emergency shut-offs, eyewashes and safety showers  |          |          |            |
| 24. Emergency procedures including how to clean up spills   |          |          |            |
| 25. How to contact EHS in the event of an accident/injury   |          |          |            |
| <b><u>Waste:</u></b>  | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 26. Procedures for proper waste disposal including waste location and process for requesting waste disposal                                   |          |          |            |
| <b><u>Documentation:</u></b>  | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| 27. Procedure for accessing and using Material Safety Data Sheets and institutional Laboratory Safety Manuals (General, Radiation, Biosafety) |          |          |            |
| 28. Laboratory incidents/accidents/injuries and discussion of prevention measures   |          |          |            |
| 29. Recent laboratory inspections and self evaluations  |          |          |            |

**Occupational Health:**

**Y N N/A**

- 30. Occupational Health requirements such as medical evaluation, respirator fit-testing, or vaccinations
- 31. Location and contact information for the Occupational Health Clinic

**Additional Site Specific Topics:**

Describe any additional topics covered at the training:

**Certification**

**In accordance with the University Hazard Communication and Laboratory Safety Program, the individuals listed below have attended an OH 102 training session covering the topics in this training checklist. Continue on next page if more space is needed.**

**Name**

**EID**

**Title**

**I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.**

**Instructor:**

**EID:**

**Date of training:**

**Location of Training:**

**Certification Continued (if more than 15 people)**

In accordance with the University Hazard Communication and Laboratory Safety Program, the individuals listed below have attended an OH 102 training session covering the topics in this training checklist.

**Name**

**EID**

**Title**