

# UTSA<sup>®</sup>

## Laboratory Safety

### GUIDANCE FOR LABORATORY SPECIFIC TRAINING

All laboratories present a unique set of hazards which cannot be comprehensively addressed through general training. Therefore, each laboratory is expected to devise training on their unique hazards and procedures to ensure all employees and students are able to work safely. Such training must be documented and kept on file in the laboratory and will be checked during the evaluation process.

The Laboratory Safety Division offers templates that faculty can use to support this process.

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1. **READ AND SIGN:** The laboratory can establish a notebook of protocols / risk assessments and SDS's for all hazardous chemicals used. Personnel can read this and then sign the "Protocol Specific Training Form" to verify they understand all the materials and agree to follow the procedures listed. Any new information added to the notebook would need to be reviewed and signed by laboratory personnel.
  2. **IN-PERSON TRAINING:** The PI or their training designee would meet with new laboratory personnel and cover specific training items which would be documented and covered with a signature sheet. This could be done in on an individual basis or group and documented on either the "Individual Site Specific Training Form" or the "Group Site Specific Training Form".
  3. **NEW PERSONNEL GENERAL TRAINING:** All new employees, students and visiting researchers should be given a basic introduction to the laboratory environment covering basics such as the location of spill kits, fire extinguishers and emergency procedures. The Laboratory Safety Division has provided a basic checklist that can be used, or adapted by PI's, (New Personnel General Training Form).
  4. **HIGH HAZARD MATERIALS OR PROCESSES:** Before handling any high hazard materials or conducting hazardous processes it is the PI's responsibility to ensure individuals understand the risks and are competent to perform the tasks specified. A combination verbal and demonstration training, along with proof of proficiency should be used to document this training before individuals are allowed to work unsupervised.

PI's are welcome to use the forms on this site or adapt them for their own needs. If you create your own documentation, please ensure it has space for signatures and dates.

The Laboratory Safety Division is available to help PI's create specific training sessions, documentation or deliver safety training to personnel. Please contact Dr. Amanda Haley at 210-458-8515 or [amanda.haley@utsa.edu](mailto:amanda.haley@utsa.edu) to discuss your specific training needs.

