

Safety Training Checklist

Instructions: Use this document to determine training requirements and as a record of completion. Have your PI sign off on this once all requirements are completed. Maintain a copy of this document along with any certificates of completion for each of the requirements in your Lab Manual.

Name:
PI Name:

ID:
PI Signature:

Email
Date:

Classification	Training Section	Training Course	Suggested Topics to be Included in Training	Required For You.	Date Completed	Frequency	Contact	Type	Status	
General Research Worker	1 Basic Laboratory Safety	Laboratory Safety	Laboratory Safety			Annual	EHS	On-Line	Current	
		Emergency Response	Emergency Response			Annual	EHS	On-Line	Current	
		Waste Disposal	Waste Disposal			Annual	EHS	On-Line	Current	
		HazCoM Standard	HazCoM Standard			Annual	EHS	On-Line	Current	
		Cylinder Safety	Cylinder Handling			Annual	EHS	On-Line	Current	
PI Basics Principle Investigator	2 PI Laboratory	Basic PI Responsibilities	Training Responsibilities			Initial	Department and EHS		Working	
			Incident Reporting							
			Packaging and Shipping							
		Biological PI Responsibilities	IBC Policies		Initial	Department and EHS		Working		
			NIH Guidelines							
		Recombinant DNA								
		Risk Assessment								
		CDC Requirements								
Chemical Worker	3 Managing Chemicals	Chemical Safety	Laboratory Standard			Annual	EHS and PI	On-Line	Current	
			Chemical Inventory							
			Chemical Fume Hoods							
			Storage of Chemicals							
	4 Specific Chemical Hazards	Chemical Hazards As Applicable		Formaldehyde			Once	PI	SOP	Current
Hydrofluoric Acids										
Poison Gasses										
		Pyrophoric, explosives								
5 Specific Physical Hazards	Physical Hazards As Applicable		Roto Vap & Vacuum Work			Once	PI	SOP	Current	
			Rotating Equipment							
			Compressed Gasses and Cryogenics							
		Ergonomic Hazards								
Biological Worker	6 Bloodborne Pathogens	Blood-borne Pathogens	Blood-borne Pathogens			Annual	EHS	Document	Current	
	7 Introduction to Biosafety	Biological Safety	Basic Biosafety Concepts			Annual	EHS	On-Line	Current	
	8 Biological Agents Management	Biological Training I		BSL-1 practices			Annual	EHS and PI	On-Line and SOP	Working
				BSL-2 Practices						
				Infectious Waste Disposal						
				Autoclave Use and Validation						
				CDC Guidelines (BMBL)						
				NIH Guidelines						
	IBRDSC Policies									
		Biosecurity								
		Equipment Use and Maintenance								
9 Advanced Biological Training	Biological Training II	Biological Training II	BSL-3 Practices			3 years	EHS and PI	SOP	Current	
			Select Agents & Toxins							
10 Biological Safety Cabinets (BSCs)	Biological Safety Cabinets (BSCs)	Biological Safety Cabinets (BSCs)	Biological Safety Cabinets (BSCs)			Annual	EHS		Working	
11 Packaging and Shipping Biological	Packaging and Shipping Biological	Packaging and Shipping Biological	Packaging and Shipping Biological			2 years	EHS		Working	
12 Respiratory Protection	Respiratory Protection	Respiratory Protection	Fit Testing/Training			Annual	EHS			
13 Research Animals/Insects	Animal Biosafety	Animal Biosafety	Animal Biosafety			Annual	DLAM			
Radiation Worker	14 Radiation Safety		Ionizing Radiation			Initial/Annual	RS	On-Line	Current	
			Laser							
Animal Worker	15 Animal Safety	Animal Safety	Collaborative Institutional Training Initiative			Annual	DLAM			
DLAM Worker	16 Working with Animals in Research Settings	Working with Animals	Working in a Bio containment Facility			Annual	DLAM			
			Aseptic Surgical Technic			Annual	DLAM			
			Working in a Barrier Facility			Annual	DLAM			
			Ethics Training			Annual	DLAM			
IBRDSC Worker	17 IBRDSC Project	IBRDSC	Greenhouse and Field Trials for Genetic Materials			Annual	EHS		Working	
			rDNA, NIH Guidelines and IBRDSC charter & policies							
IRB Worker	18 IBR-Human Subject Training	Institutional Review Board	Human Subject Training			Once	IRB		Current	