Laboratory-Specific Training Checklist

Updated March 17, 2014

To promote a safe work environment and assure compliance with the OSHA Laboratory Standard, 29 CFR 1910.1450; the Louisiana Office of Risk Management (ORM); and the CDC BMBL 5th Ed. Section III, all laboratory personnel are to receive laboratory-specific training at the time of initial assignment and a minimum of annually thereafter. Training is also required prior to assignments involving exposure to new or additional hazards or potential hazards.

Principal Investigators and/or laboratory supervisors will train their staff on the specific practices and techniques required to ensure safety in the conduct of their research and safety procedures for dealing with accidents related to their work. The attached checklist is provided as a guide for documenting this training. The checklist includes several procedures and policies generated by Environmental Health and Safety that may be applicable to your laboratory, and should also include any Standard Operating Procedures (SOPs) related to your protocols (e.g., IBC protocol) and procedures. The attached SOP template and sample SOPs are provided to assist you with developing SOPs. There is no requirement that your SOPs follow the format or structure of the attached template and examples; the template and sample SOPs simply display what type of information should ideally be included in an SOP (description of potential hazards, PPE requirements, links to resources, etc.). Each SOP that an individual employee is trained on should be included in that employee’s training record.

To complete this checklist, please have the trainee initial on the line next to each item to confirm that they have been trained on the indicated item. For any sections that do not apply to any work done in your laboratory, please indicate “Not Applicable” (N/A). This training will be refreshed annually and records kept on file and be accessible for review.

If you have any questions, or if you would like additional guidance or assistance, please contact Mr. Taylor Kriete at tkriet@lsuhsc.edu or at (504) 952-1337.
Please attach copies of all laboratory SOPs, including IBC protocols, on which this employee is trained.

**Biological**

At what Biosafety Level (BSL) do you work? _____

- Standard Operating Procedures for Safe Operation of Biological Safety Cabinets
- Standard Operating Procedures for Safe Operation of Autoclaves
- Standard Operating Procedures for Safe Handling of Sharps
- Standard Operating Procedures for Routine Decontamination
- Laboratory emergency contact information
- NIH OBA Guidelines
- Lab-specific rDNA processes and procedures

**Chemical**

- The LSUHSC Chemical Hygiene Plan including referenced Policies and Procedures.
- LSUHSC High Hazard Chemical Policy
- Laboratory High Hazard Chemical SOPs
- I am aware of the location of the laboratory’s MSDS and have been trained in their use
- Standard Operating Procedures for Safe Operation of Chemical Fume Hoods

**Radiological**

- Radiation Survey Meter Policy and Operations
- Radiation Survey Meter – Scan Procedures
- Radiation Survey Wipe Test Policy and Procedures
- Radiation Safety – Liquid Scintillation Counter Use and Procedures
- Radiation Spill Response Procedures