**SAFETY TRAINING CHECKLIST**

**FOR RESEARCH LABORATORY EMPLOYEES**

Research Service laboratory employees must have initial and annual safety training specific to their laboratory and study related hazards. The Principal Investigator (PI) or designee is responsible for conducting initial and annual training. Employees (and PI) complete and date this form, the PI must sign at the bottom then return to the Subcommittee on Research Safety (SRS) coordinator. This form is documentation that safety training has occurred.

This form titled *00\_Research Safety Training Checklist 2024* and all training materials listed on this form are on the R-Drive ([R:\All\_Staff\Training\Training Material\Checklist and Materials](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials)).

**General Lab Safety:** Check appropriate boxes when training is completed.

Training must be completed by PI and all laboratory personnel.

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| --- | --- |
| 1. Done | Emergency: Dial **1-911** (or 612-467-1911) to connect with VA dispatcher for immediate help with all medical emergencies; Occupational Health located at 4M-123 (ext. 31-2985, M-F 07:30-16:00) can triage to the Emergency Department or help with minor injuries; review process for reporting employee incidents and entering them in ECOMP (call the Occupational Health and Safety Specialist at ext. 31-6175 for assistance). |
| 1. Done | Fire safety: Dial **1-911** to report fire; know fire extinguisher and red pull station locations; review Rescue Alarm Contain Extinguish (RACE); **P**ull **A**im **S**queeze **S**pray (PASS); review fire alarm chimes/codes; review exit route and meeting location; observe 24-inch sprinkler ceiling clearance. |
| 1. Done | Eye wash stations & showers: know location and how to use. Document weekly flushing of eye wash stations (where chemicals are used). Review [*10\_ Eyewash and Shower Training Research*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\10_Eyewash%20and%20Shower%20Training%20for%20Research.pdf) |
| 1. Done | Spill kit: Know the location and use (instructions listed on back of container). Resupply containers in Room 3N-101 or 4Q-127. |
| 1. Done   N/A | Compressed gas cylinders: Move using gas cylinder transport procedure; secured to wall; properly labeled; stored with protective valve cap in place. Review [*7\_Training on Compressed Gases*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\7_Training%20on%20Compressed%20Gases.pdf) |
| 1. Done | Sewer Discharge Evaluations: locate and confirm that all non-hazardous chemicals sewered in laboratory are evaluated prior to sewering (evaluations may be filed here: [R:\All\_Staff\Safety\Sewer Evaluations](file:///R:\All_Staff\Safety\Sewer%20Evaluations)). Never dispose of hazardous agents by sewering. Call Industrial Hygienist (ext. 31-4501) with any questions. |
| 1. Done | PPE: location, training, use; complete the 2024 OSHA Hazard Assessment form at [R:\All\_Staff\Safety\Hazard Assessment](file:///R:\All_Staff\Safety\Hazard%20Assessment) for your lab positions. In order to review last year’s forms, check the folder with 2023 in title at the same R-drive location. If help is needed with updating, please contact the SRS Coordinator. Attach a copy of the signed form to this checklist. |
| 1. Done | Infection control information: review [*3\_Guidelines for Handling Biological Hazards 2023*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\3_Guidelines%20for%20Handling%20Biological%20Hazards%202023.pdf) and review [*13\_AMR Infection Control and Bloodborne Pathogens*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\13_AMR%20Infection%20Control%20and%20Bloodborne%20Pathogens.pdf) |
| 1. Done | Safety program review: location of Research Safety SOPs located at [R:\All\_Staff\Research SOPs](file:///R:\All_Staff\Research%20SOPs); review SOPs that relate to your hazard exposures; review results and abatements of past laboratory safety audits; review emergency preparedness plan for your specific areas and projects. |
| 1. Done | Security: keep lab doors locked; wear VA PIV card, no tailgating; escort visitors or confirm clearance. |
| 1. Done | SDS Sheets: [http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service](http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service%20) updated on a continuing basis via HEFP Administrator. If your laboratory does not have an inventory administrator, contact SRS Coordinator. Review [*12B\_HEFP SDS Instructions*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\12B_HEFP%20SDS%20Instructions.pdf) |
| 1. Done | Review and post [*1\_ Tips for Best Practice in Research Labs*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\1_Tips%20for%20Best%20Practice%20in%20Research%20Labs.pdf) |
| 1. Done | Review [*4\_OSHA Haz Com-Chemical Hygiene Plan Training*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\4_OSHA%20Haz%20Com-Chemical%20Hygiene%20Plan%20Training.pptx) |
| 1. Done | Review [*5\_Hazardous Waste Training*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\5_Hazardous%20Waste%20Training.pdf) and [*6\_Annual Mandatory Review for Hazardous Materials*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\6_Annual%20Mandatory%20Review%20for%20Hazardous%20Materials.docx) |

**Laboratory Specific Safety Training:** Check appropriate boxes for training needed.

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| **Completed?** | **Hazard Type**  (List specific hazards) | **Resources used for study specific training** |
| 1. Done   N/A | Biological, Hazard A  (e.g., microbial or viral pathogens, toxins)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS/SRS-1,2,3 SDS SOP  Hazard Assessment and PPE Selection Form  Other:  Click or tap here to enter text. |
| 1. Done   N/A | Human/Animal Tissue, Hazard B  (e.g., blood, tissue, cell culture)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS SDS SOP  Hazard Assessment and PPE Selection Form  Other:  Click or tap here to enter text. |
| 1. Done   N/A | Recombinant and synthetic nucleic acids, Hazard C  (e.g., PCR amplification)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS/SRS-4 SDS SOP  Hazard Assessment and PPE Selection Form  Other:  Click or tap here to enter text. |
| 1. Done   N/A | Chemicals, Hazard D  (e.g., toxic, flammable, carcinogenic, hazardous drugs, nanomaterials)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS/SRS-5,6 SDS SOP  Hazard Assessment and PPE Selection Form  Formaldehyde Training [*11A*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\11A_Formaldehyde%20Exposure%20Control%20Program.pdf)& [*11B*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\11B_Formaldehyde%20Fact%20Sheet.pdf)  Waste Anesthetic Gas Training [*15A*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\15A_Waste%20Anesthetic%20Gases%20EC-02-O%20WAG%20Policy%20%202022.pdf)& [*15B*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\15B_Waste%20Anesthetic%20Gases%20WAG%20from%20Research%20Guidebook.pdf)  Other:  Click or tap here to enter text. |
| 1. Done   N/A | Controlled Substances, Hazard E  (e.g., Euthasol, ketamine)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS/SRS-5,6 SDS SOP  Hazard Assessment and PPE Selection Form  Controlled Substance Training [*8\_MCP LD-08 Controlled Substance Inspection Program*](file:///\\v23.med.va.gov\v23\MIN\Research\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\8_MCP%20LD-08%20Controlled%20Substance%20Inspection%20Program.pdf) |
| 1. Done   N/A | Radiation, Hazard F  (e.g., isotopes, x-ray, laser, UV)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS/SRS-7 SDS SOP  Hazard Assessment and PPE Selection Form  Initial and Annual Training with RSO  Laser training material (contact  [VHAMINSRS@va.gov](mailto:VHAMINSRS@va.gov))  UV Light Safety Training [*14\_UV Light Lab Safety*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\14_UV%20Light%20Lab%20Safety.pdf) |
| 1. Done   N/A | Physical Hazards, Hazard G  (e.g., compressed gas, cryogenic safety, animal handling, high voltage equipment, spotting patients)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | RPSS SDS SOP  Hazard Assessment and PPE Selection Form  Training on use of liquid nitrogen or dry ice  [*9\_Cryogenic Safety*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\9_Cryogenic%20Safety.pdf)  Other:  Click or tap here to enter text. |
| 1. Done   N/A | Special Lab Equipment  (e.g., sonicator, microtome)   |  | | --- | |  | | * Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | SOP  Hazard Assessment and PPE Selection Form  Relevant manuals or specialized training  Other:  Click or tap here to enter text. |
| 1. Done   N/A | Transport/Shipment using public carriers, Hazard H  DOT/IATA training  Click or tap here to enter text. | DOT training within past 3 years and IATA training within past 2 years. Online training material available at: <https://about.citiprogram.org/en/homepage/> |

**LABORATORY PERSONNEL**

**Training Roster:** Names below confirm that employee(s) participated in safety training for working with

specific hazards in laboratory and completed additional training on dates provided.

PI signature below certifies that all employees have completed appropriate training.

**BEFORE PI signature, save an un-signed working copy for future use. Form will lock once signed.**

*As needed training*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name**  *Include PI on list*  *PI should also sign below* | **Safety Training Checklist**  *Annual Requirement* | **Shipping Training - Land**  *DOT triennially*  **“Shipping Regulated Biological Materials”**  <https://about.citiprogram.org> | **Shipping Training - Air**  *IATA biannually*  **“Shipping Regulated Biological Materials”**  <https://about.citiprogram.org> |
| **Printed Name** | **Training Date** | **Training Date** | **Training Date** |
| PI:Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |
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As Principal Investigator, I confirm that this initial or annual laboratory training review has been completed under my direction by all research staff listed above. I certify that all training dates are accurate.

**BEFORE PI signature, save an un-signed working copy for future use. Form will lock once signed.**

Principal Investigator: Click or tap here to enter text. Date: Click or tap to enter a date.

PI Signature