

# FAS Laboratory Safety Orientation Checklist

## Laboratory Safety Training Review

- Register for required general laboratory safety training.  
All personnel working within a research laboratory must attend an EH&S general lab safety course (LAB-102) related to their area of research (chemical, biological, or physical sciences). See EH&S training schedule ([http://www.uos.harvard.edu/trainingy2/course\\_schedulex.jsp](http://www.uos.harvard.edu/trainingy2/course_schedulex.jsp)) for dates and times.
- Determine and register for additional safety training. Review research program with PI and/or local EH&S Health and Safety Officer to determine if any additional safety training is required. For example biosafety/blood-borne pathogens, radiation safety, laser safety, etc. List additional training requirements below:
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- Review laboratory-specific training/SOPs for highly hazardous materials, equipment, or processes that pertain to research program.

## Laboratory Orientation. Review the following safety features:

- Location and information in Emergency Response Guides (next to wall phones)
- Emergency evacuation route and meeting area
- Location of fire extinguishers and closest pull station
- Location and proper use of safety showers
- Location and proper use of eyewash stations
- Location of first aid kit
- Location of accident report forms and filing process
- Location and use of spill kits (if applicable)
- Basic and lab-specific PPE Policy and location of required PPE (goggles, face shields, lab coats, etc.)
- Location of fume hoods and/or biosafety cabinets (if applicable)
- Location and use of hazardous waste accumulation areas (if applicable)
- Location of Material Safety Data Sheets: <http://www.uos.harvard.edu/ehs/msds/>
- Location of Chemical Hygiene Plan: [http://www.uos.harvard.edu/ehs/ih/lp\\_chemical\\_safety\\_chp.shtml](http://www.uos.harvard.edu/ehs/ih/lp_chemical_safety_chp.shtml)
- Location of highly hazardous materials, equipment, or processes and their rules for use.

## Trainee Information & Signatures

- |   |   |  |                                  |
|---|---|--|----------------------------------|
| <input type="checkbox"/> Undergraduate    | <input type="checkbox"/> Post Doctoral Fellow | <input type="checkbox"/> Intern        | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> Graduate Student | <input type="checkbox"/> Staff                | <input type="checkbox"/> Core Customer | <input type="checkbox"/> Vendor  |

Trainee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Orientation given by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ # #

Laboratory/Core: \_\_\_\_\_