



Environmental Health & Safety Office

New Laboratory Worker Safety Checklist

This checklist is a tool developed by the EH&S Department for use by new Laboratory Workers and their Principal Investigators to determine training and hazard needs and to document completion. The checklist highlights common components of laboratory safety. Laboratories can modify this tool to better fit their specific needs. The completed checklist should be kept for regulatory compliance.

Acknowledgement of Completion

Laboratory Worker:	_____	_____	_____
	Name, Title	Signature	Date
Principal Investigator:	_____	_____	_____
	Name, Title	Signature	Date

GENERAL SAFETY

Description	Completed	N/A
1. Location and contents of the Laboratory Safety Binder(s)		
2. Incident/Accident/Injury Report Form and reporting procedures		
3. Location and operation (if applicable) of the following safety equipment:		
• Eyewash		
• Safety shower		
• First aid kit		
• Fire pull station		
• Fire extinguisher		
• Other: _____		
4. Fire evacuation route and meeting location		
5. Emergency procedures and contacts		
6. Attend Laboratory Safety training		
7. Complete assigned online training modules		

8. Review applicable SIOPs / procedures not covered by sections below (document each review)		
9. Hazard awareness of work conducted in laboratory		

CHEMICAL SAFETY

Description	Completed	N/A
10. Review information on laboratory chemicals they will handle <ul style="list-style-type: none"> • Health and physical hazards • Signs and symptoms of exposure • Proper disposal procedures • Exposure and spill procedures 		
11. Location and operation of engineering controls (e.g. fume hood)		
12. Read and understand BSU Chemical Hygiene Plan		
13. Personal protective equipment (PPE) requirements and proper use		
14. Know MSDS/reference location and availability		
15. Complete all applicable chemical safety related training		
16. Review applicable chemical safety SIOPs / procedures (document each review)		
17. Discuss any additional laboratory specific chemical safety issues		

BIOSAFETY

Description	Completed	N/A
18. Read and update applicable IBC protocol(s)		
19. Read and understand Biosafety Policy		
20. Read and understand Bloodborne Pathogens Exposure Control Plan		
21. Location and operation of engineering controls (e.g. biosafety cabinet)		
22. Complete appropriate biosafety related training		
23. PPE requirements and proper use		
24. Receive hepatitis B vaccine or sign letter of declination		
25. Review applicable SIOPs / procedures (document each review)		
26. Discuss any additional laboratory specific biosafety issues		

RADIATION SAFETY

Description	Completed	N/A
27. Read and understand Radioactive Materials Management Manual.		
28. Complete radiation safety training (EHS, laboratory specific).		
29. Review engineering controls, work practices, and PPE for minimizing exposure.		
30. Become familiar with available radiation detectors.		
31. Review applicable SIOPs / procedures (document each review)		

LASER SAFETY

Description	Completed	N/A
32. Complete applicable laser safety training.		
33. Review engineering controls, work practices, and PPE for minimizing exposure.		
34. Review applicable SIOPs / procedures (document each review)		

PHYSICAL SAFETY

Description	Completed	N/A
35. Lock out / tag out training and procedures		
36. Electrical / high voltage training and procedures		
37. Compressed gas safety training and procedures		
38. Personal protective equipment (PPE) requirements and proper use		
39. Review applicable SIOPs / procedures (document each review)		