

Lab-specific Training Checklist

Use this Checklist to help develop your Lab-specific Training and Table of Contents.

Name of Department, Lab or Center: _____

Name of PI/Supervisor: _____

Module 1: Safety Equipment Location		
<input type="checkbox"/>	1.	Safety Showers
<input type="checkbox"/>	2.	Eye Washes
<input type="checkbox"/>	3.	Personal Protective Equipment (PPE)
<input type="checkbox"/>	4.	HF equipment kit (Calcium Gluconate, Spill Kit, etc.)
<input type="checkbox"/>	5.	Fire Extinguishers
<input type="checkbox"/>	6.	First Aid Kits
<input type="checkbox"/>	7.	
Module 2: Emergency Information/Response		
<input type="checkbox"/>	1.	Emergency Contact Information (Internal/External, Red flip chart, etc.)
<input type="checkbox"/>	2.	Emergency Meeting Location
<input type="checkbox"/>	3.	Power Outages
<input type="checkbox"/>	4.	Security (Theft, Intruder, etc.)
<input type="checkbox"/>	5.	Gas Monitor/Alarms
<input type="checkbox"/>	6.	Equipment Monitor/Alarms
<input type="checkbox"/>	7.	
Module 3: Lab Hazards		
<input type="checkbox"/>	1.	Biological Hazards Overview
<input type="checkbox"/>	2.	Chemical Hazards Overview
<input type="checkbox"/>	3.	Incident Reports: What do you do? (Before/during/after)
<input type="checkbox"/>	4.	Cryogenics
<input type="checkbox"/>	5.	Gas Cylinder Management
<input type="checkbox"/>	6.	
<input type="checkbox"/>	7.	

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Module 4: Lab Resources		
<input type="checkbox"/>	1.	Lab Safety Roles (the people in the Lab)
<input type="checkbox"/>	2.	Facilities Manager
<input type="checkbox"/>	3.	Other Support Contacts (HR, IS&T, etc.)
<input type="checkbox"/>	4.	Training: TNA Login Link, MIT Learning Center (eCAT, JV, Credit Card, etc.)
<input type="checkbox"/>	5.	Lab Home Page, Wikis, etc.
<input type="checkbox"/>	6.	SOP
<input type="checkbox"/>	7.	MSDS
<input type="checkbox"/>	8.	Inventory (Chem, Bio, etc.)
<input type="checkbox"/>	9.	Repairs, Maintenance, Housekeeping, etc.)
<input type="checkbox"/>	10.	Equipment and Hands-on training: Stewards
<input type="checkbox"/>	11.	
Module 5: Lab Inspection Process		
<input type="checkbox"/>	1.	Level 1: Findings (Completed by EHS Rep weekly)
<input type="checkbox"/>	2.	Level 2: Findings (Completed 2X/year by Coordinator, EHS Staff, and EHS Rep)
<input type="checkbox"/>	3.	Other Inspections (DCM, MDEP, Regulatory, etc.)
<input type="checkbox"/>	4.	
Module 6: Lab-specific Rules		
<input type="checkbox"/>	1.	"No" list: No food drink allowed; no entrance w/o proper PPE, etc.
<input type="checkbox"/>	2.	Ordering (Chemicals and Supplies)
<input type="checkbox"/>	3.	
Module 7: Miscellaneous		
<input type="checkbox"/>	1.	
<input type="checkbox"/>	2.	
<input type="checkbox"/>	3.	
<input type="checkbox"/>	4.	
<input type="checkbox"/>	5.	
<input type="checkbox"/>	6.	
<input type="checkbox"/>	7.	