This checklist includes suggested topics for training during initial lab specific training, and for annual refresher training. Modify it based on the hazards/procedures in your work area. When a new member has been trained, please sign this form and return to your DLC EHS Coordinator or the EHS Office (environment@mit.edu).

**SECTION 1 - GENERAL SAFETY INFORMATION: REQUIRED FOR ALL**

- Roles and Responsibilities for Lab Safety
- Proper Lab Attire (Shoes and clothing that fully covers legs/feet)
- Personal Protective Equipment (PPE) Policies and Locations
- Lab Cleanliness (Housekeeping, repairs, maintenance)
- No Food and Drink in Lab
- Injury, Incident, and Near Miss Reporting (Who to tell when something goes wrong)
- Lab Security (Theft, Intruder, etc.)
- Working Alone Policy
- SOPs, SDSs, and Other Safety Documents
- Trash and Recycling in the Lab

**SECTION 2 - EMERGENCY PREPAREDNESS INFORMATION: REQUIRED FOR ALL**

- Location of Emergency Response Guide Posters/Emergency Contact Information
- Evacuation Routes and Meeting Locations (Physically point out specific locations)

For the following outline when to use, how to use, and how they work:

- Eye Wash/Safety Shower N/A □ □ First Aid Kits N/A □
- Spill Response Materials N/A □ □ Fire Extinguishers* N/A □
- Automated External Defibrillator (AED) N/A □ □ Calcium Gluconate for HF N/A □

*Only use a fire extinguisher if you have completed MIT’s fire extinguisher training.

**SECTION 3 - CHEMICAL SAFETY: REQUIRED IF USED IN LAB OR N/A □**

- Chemical Hazard Overview
- Chemical Storage and Compatibility
- Hazardous Waste Disposal (SAAs) & Red Tags
- Particularly Hazardous Substances
- Proper Use of Glove Boxes N/A □ □ Proper Use of Fume Hoods N/A □
- Peroxide-Forming Chemical Management N/A □ □ Gas Detection Systems N/A □
- Pyrophoric Chemicals N/A □ □ Safe Use of Hydrofluoric Acid N/A □

**SECTION 4 – BIOLOGICAL SAFETY: REQUIRED IF USED IN LAB OR N/A □**

- Biological Hazard Overview
- Biological Waste Disposal
- Biological Spill Response N/A □
- Personal Protective Equipment (PPE)
- Decontamination of Surfaces
- Use of Biological Safety Cabinets
### SECTION 5 - LASER SAFETY: REQUIRED IF USED IN LAB OR N/A ☐
- Types of Lasers (Power and Wavelength) ☐ Laser in Use Sign
- Location and Contents of Laser SOP ☐ Laser Eyewear
- Other Personal Protective Equipment (PPE)

### SECTION 6 – RADIOACTIVE MATERIAL SAFETY: REQUIRED IF USED IN LAB OR N/A ☐
- Isotopes in Lab ☐ Personal Protective Equipment
- Radioactive Waste Disposal ☐ Radiation Badges
- Radiation Spill Response

### SECTION 7 – PHYSICAL HAZARDS: REQUIRED IF USED IN LAB OR CHECK N/A
- **Safe Use and Storage of Gas Cylinders** N/A ☐ Safe Use of Cryogenics N/A ☐
- Handling Hot Items N/A ☐ Bunsen Burner Use
- Broken Glass Cleanup N/A ☐ Safe Use of Laser Cutters N/A ☐
- Safe Soldering Techniques N/A ☐ Safe Use of Shop Tools N/A ☐
- **Electrical Safety** N/A ☐ Safe Use of High Voltage N/A ☐
- Sharps Handling and Disposal N/A ☐ **High Powered Magnets (≥ 5 G)** N/A ☐
- Working at Heights N/A ☐ 3D Printer Safety N/A ☐
- **Battery Use/Charging/Storage/ Disposal** N/A ☐ Radiation Sources N/A ☐
- **Autoclave Use** N/A ☐ PPE for Physical Hazards N/A ☐