## LABORATORY-SPECIFIC TRAINING RECORD

Principal Investigator:	Email:
Building Name:	Room(s):

The person providing instruction should determine which topics are relevant to the laboratory. Once the relevant training has been completed, the new lab worker should sign and date the signature sheet at the end of this document.

APPLICABLE?	Торіс			
	Emergency Procedures			
YES	Reporting medical, fire or safety emergencies to SMUPD at 911 or 214-768-3333			
YES	Reporting incidents to the Office of Risk Management within 24 hours at 214-768-2083 or RiskManagement@smu.edu			
YES	Basic building alarms, response to alarms, and Know What To Do instructions			
YES	Emergency Action Plan including exits, evacuation routes, and assembly points			
YES	Location of emergency equipment such as first aid kits, eyewash stations, fire extinguishers, fire pul stations, safety showers, etc.			
	General Lab Safety			
	Attendance at Laboratory Safety Training provided by SMU EHS			
	Process for raising and addressing health and safety concerns in the lab			
	Locations of designated areas to eat and drink (food and beverages are not to be consumed in labs)			
	Protocols for transporting hazardous materials (secondary containment, carts, etc.)			
	Lab security requirements (locked doors, access policies, etc.)			
	Location of personal protective equipment (PPE: gloves, glasses, lab coat, etc.)			
	When to use PPE, including proper eye protection, for specific tasks			
	<ul> <li>PPE work practices (closed-toed shoes, wash hands after removal of gloves, removal of lab coats before leaving the lab, etc.)</li> <li>Hazards and proper use of compressed gases and cryogenic material (moving and securing cylinders attaching and removing regulators, etc.)</li> </ul>			
	Proper handling and disposal of broken glass, razor blades, needles, syringes, or other sharps			
	Chemical Safety			
	Location and access instructions for the laboratory chemical inventory, the Chemical Hygiene Plan, and other pertinent safety information			
	Location, access instructions, and use of Safety Data Sheets (SDS)			
	Methods that may be used to detect a hazardous chemical in the lab (odor, monitoring equipment, etc.) and what action to take if detected			
	Hazardous chemical labeling system used in the lab			
	Proper use of laboratory hoods and other engineering controls			
	Chemical storage procedures			
	Hazardous waste management and disposal procedures			
	Chemical spill procedures, including spill kit location, cleanup, and reporting			
	Review of Standard Operating Procedures for hazardous chemicals present in the laboratory			

Biological Safety		
Attendance at Biological Safety Training provided by SMU EHS		
Attendance at Bloodborne Pathogens Training provided by SMU EHS		
Identification of all biological hazards in laboratory		
Proper use of sharps when working with infectious agents		
Review of protective equipment specific to the biological hazard(s)		
Personal Hygiene Procedures (hand hygiene, no eating and drinking in the lab, etc.)		
Review tasks that should be conducted in a biological safety cabinet		
Signs/symptoms associated with potential laboratory acquired infections and procedures for reporting		
Operation and use of lab equipment (including biosafety cabinet) and decontamination methods		
Use of sub-zero freezers including monitoring		
Proper use of autoclaves including labeling, waste disposal, and logging use		
Proper labeling, handling, and disposal of biological waste		
Biological material spill procedures, including cleanup and reporting		
Radiation Safety		
General awareness of radiological hazards, signs and symbols used in lab		
Radiation Safety Officer name and phone number		
Radioactive materials spill or release procedures, including cleanup and reporting		
Protocol-specific training needed to perform the laboratory's radioisotope procedures.		
Specific training needed to utilize analytical X-Ray equipment		
Laser Safety		
Attendance to Laser Safety Training provided by SMU EHS		
General awareness of laser classifications, hazards, signs, and symbols used in lab		
Type of hazards for specific lasers (e.g., eye, skin, ignition of flammable materials, etc.)		
Laser Safety Officer name and phone number		
Review of protective eyewear specific to the laser hazard(s)		
Procedure to properly align lasers		
Use of barriers or beam-arresting devices		
High voltage safety		
Other Topics		

After completion of Laboratory-Specific Training, the trainee and trainer should sign and date below to certify that training has been completed and comprehended. Attach more pages if necessary.

Trainee Name	Trainee Signature	Trainer Signature	Date