# Lab-Specific Safety Training Record

The University of Minnesota requires documentation that all laboratory personnel have received Lab-Specific Safety Training annually. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator: Date:

Department:

This checklist will assist the PI or Lab Supervisor in providing training as described in the OSHA Laboratory Safety Standard (29 CFR 1910.1450) and the University’s Research Safety Program. It is the Principal Investigator’s responsibility to ensure all laboratory personnel (employees, students, visiting researchers) have received training. This training must be provided initially, annually, and anytime there is a major procedural change. This record should be used as a guide for the topics to cover in the training. All hazards applicable to your research must be covered, including: chemical, biological, radiation, and physical hazards. Please check the items covered, have employees (including the lab PI) sign the final page, and keep this record for 5 years as documentation of the training.

In addition to lab specific training, University Health and Safety (UHS) recommends employees receive general safety refresher training annually. Please contact your [Department Safety Officer (DSO)](https://dehs.umn.edu/master-dso-list) for information regarding this training. Additional task-specific training may also be required based on the hazards in your lab, these may be found on the [UHS Training site](https://www.uhs.umn.edu/university-health-safety-uhs/training).

**Review the following**

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| **General** | |
|  | Where to access [UHS safety training modules](https://www.uhs.umn.edu/university-health-safety-uhs/training) |
|  | Where to access the [Lab-Specific Safety Plan](https://dehs.umn.edu/lab-safety-plan-toolkit) and the policies within |
|  | Procedures for [working alone](https://dehs.umn.edu/node/129441/attachment) or after-hours as well as instructions on procedures that will be performed alone, including safety measures |
|  | Food and beverages restrictions in labs or hazardous areas |
|  | Location of signage including hazard communication, [door signs](https://dehs.umn.edu/23-signage), and emergency plans |
|  | [Lab-specific standard operating procedures](https://dehs.umn.edu/52-standard-operating-procedures) (SOPs) |
|  | Physical and health hazards associated with the lab activities |
|  | Methods and observation techniques to determine the presence or release of hazardous materials, including signs and symptoms associated with personal exposure to hazardous materials in the lab |
|  | Recent laboratory inspections and self-evaluations |
|  | Proper [housekeeping](https://dehs.umn.edu/node/129336/attachment) and [decontamination](https://dehs.umn.edu/28-decontamination-and-laboratory-cleanup) of laboratory equipment and work areas |
|  | Procedures for [transporting hazardous materials](https://dehs.umn.edu/73-transporting-and-shipping-hazardous-materials) safely across campus, off campus, or shipping hazardous materials |

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| **Emergency Response** | |
|  | [Emergency procedures](https://dehs.umn.edu/emergencies-and-chemical-spills) including evacuations and [spill clean-up](https://dehs.umn.edu/node/131566/attachment) |
|  | Current information posted on the [Emergency Procedures Plan](https://dehs.umn.edu/node/129246/attachment) by the door for incidents, including where to meet in the event of an evacuation |
|  | [Eyewash](https://dehs.umn.edu/node/129291/attachment) locations, use, visual inspection, and flushing requirements |
|  | Location of emergency equipment including spill kits, fire extinguishers, AED’s, and alarms |
|  | [Handling incidents in the lab](https://dehs.umn.edu/92-emergency-supplies-first-aid) including exposures, needle sticks and applying first aid |
|  | [Injury reporting](https://dehs.umn.edu/94-injury-reporting) the event of an employee injury |
|  | How to contact [UMN Facilities Management](https://facilities.umn.edu/) in the event of odors, a water event, or when damage to your facility occurs |

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| **Personal Protective Equipment** | |
|  | [PPE requirements](https://dehs.umn.edu/63-personal-protective-equipment-ppe) for personnel including selection, maintenance, and disposal of gloves, lab coats, etc. |
|  | Proper [PPE removal](https://dehs.umn.edu/node/129316/attachment) before entering public spaces |
|  | [Respiratory protection](https://bohd.umn.edu/respiratory-protection-program) requirements |

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| **Physical Hazards** | |
|  | [Equipment listing requirements](https://facilities.umn.edu/our-services/lab-equipment-purchasing) (e.g. UL) |
|  | General [electrical safety](https://dehs.umn.edu/node/129281/attachment) |
|  | Machine guarding requirements |
|  | Safety during [field work](https://dehs.umn.edu/field-research-safety) |

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| **Chemical Hazards** | |
|  | Storage location of chemicals and their segregation by compatibility |
|  | Requirements for [chemical labeling](https://dehs.umn.edu/node/129271/attachment) and hazard communication on containers |
|  | Proper use and handling of hazardous chemicals and gases ([Hazard Class SOP Templates](http://z.umn.edu/hazardclass)) |
|  | [Chemical inventory](https://www.dehs-tools.umn.edu/Chematix/) reconciliation (required annually) |
|  | Use of specific chemicals that would warrant [exposure monitoring](https://dehs.umn.edu/exposure-monitoring) (e.g. formaldehyde) |
|  | Location of [Safety Data Sheets](https://dehs.umn.edu/safety-data-sheetschemical-information-search) |
|  | Safe use of [Chemical Fume Hoods](http://www.dehs.umn.edu/ressafety_rsp_moc.htm) (e.g., sash height, blast shields, clutter, air flow testing) |
|  | Use of other engineering controls (e.g., snorkels, canopies, purges, room ventilation, vented cabinets) |
|  | Radiation Safety Awareness Training (Radiation user training is given annually by Radiation Safety) |
|  | [Controlled Substances](https://dehs.umn.edu/controlled-substances-research) records are updated |

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| **Biological Hazards** | |
|  | Annual [Bloodborne Pathogen](https://bohd.umn.edu/biosafety-training-requirements) training when working with human material |
|  | Proper work with [biological materials and toxins](https://bohd.umn.edu/working-safely-biological-materials-and-toxins) |
|  | [Proper use of biological lab equipment](https://bohd.umn.edu/laboratorysafety-equipment), including biological safety cabinets, autoclaves, and centrifuges. |
|  | Proper disposal of [biohazardous and infectious waste](https://bohd.umn.edu/biohazardous-and-infectious-waste) |
|  | [Biological Decontamination & Spill Clean-up Plan Template](https://bohd.umn.edu/fact-sheets-and-templates) (choose by campus location) |
|  | [Biological spill procedures](https://bohd.umn.edu/biological-spills) |

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| **Chemical Waste** | |
|  | Applicable [regulated waste requirements](https://dehs.umn.edu/8-chemical-waste-guidelines) |
|  | Processes and locations for [proper chemical waste disposal](https://dehs.umn.edu/hazardous-waste-disposal-procedures) in your department |
|  | Procedures for disposal of highly toxic chemicals, carcinogens or [chemotherapeutics](https://dehs.umn.edu/node/129261/attachment) |
|  | Correctly labeling and storing hazardous chemical waste and waste containers |
|  | How to dispose of broken glass and prep glass bottles for recycling |

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| **Occupational Health and Industrial Hygiene** | |
|  | Occupational Health requirements |
|  | Location and contact information for the [Occupational Health Clinic](https://ohs.umn.edu/clinicalservices) |
|  | How to report injuries using [Incident report forms](http://www.finsys.umn.edu/riskmgmt/rmforms.html) |
|  | Proper [ergonomics](https://dehs.umn.edu/ergonomics-programs) in the work place (e.g. lab, office, etc.) |
|  | Animal work (e.g. [training requirements](https://bohd.umn.edu/research-occupational-health-program), proper technique, etc.) |
|  | [Noise exposure](https://dehs.umn.edu/noise) (e.g. sonication, loud equipment, animal work, etc.) and hearing conservation |

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| **Additional Site Specific Topics (Describe any additional topics covered during the training)** | |
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**Certification:**

In accordance with the OSHA Laboratory Safety Standard and the University’s Research Safety Program, the individuals listed below have been provided with Lab-Specific Safety Training.

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| **Printed Name** | **Signature** | **Date** |
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**I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.**

**Date of training:**

**Instructor: Signature:**

**PI: Signature:**