

The Ohio State University Department of Chemistry and Biochemistry

New Laboratory Worker Checklist

PI: _____ New Worker Name: _____

Complete this form and store it in the lab's safety binder!

Prior to starting lab work, all lab staff, students, and volunteers must complete:

Online Building Emergency Action Plan training on Buckeyelearn	_____
Read the BEAP for your building (s)	_____
Online Laboratory Standard training on Buckeyelearn	_____
Read and acknowledged the lab's PPE Assessment	_____
Completed ORAT	_____
Completed in-lab training (documented)	_____
Completed additional training required by lab	_____

Lab Specific Safety Orientation

Have you been shown the location and procedures of the following items?

Fume hood usage (include NW and MP retrofit if needed)	Lab evacuation point _____
Biosafety cabinet, LEVs and other engineering controls	Accident/Near Miss reporting
	First aid kit
Obtaining a lab coat (regular, FR or Barrier)	Spill kit
Hazardous Material Storage locations	Waste procedures
Fire extinguisher and pull station locations	Minimum lab attire
Eye wash/Safety showers	Minimum Lab PPE

Make sure to review each of the items below.

Have you reviewed your lab's Chemical Hygiene Plan?

Have you reviewed your lab's Standard Operating Procedures and been provided in lab training?

Have you been issued or given access to minimum personal protective equipment (PPE)

Lab coat _____ Eye protection _____

Lab Contact Name (printed) and Signature: _____

New Worker Signature and Date: _____