

### **LABORATORY PERSONNEL TRAINING RECORD**

|  |  |  |
| --- | --- | --- |
| **Lab Location:** | **Lab Employee:** | |
| **Principal Investigator:** | **Start Date:** | **End Date:** |

**GENERAL SAFETY TRAINING**

List training required by all personnel working in laboratories and any other training specified in the laboratory Hazard Assessment (HA). Generic training on the topics below is provided by Safety Services.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training** | **Date Completed** | **Training** | **Date Completed** |
| Health & Safety Orientation (UofL General) |  | Biosafety Training |  |
| Hazard Assessment Training |  | Radiation Safety Training |  |
| WHMIS 2015 |  | Radiation Safety Refresher |  |
| Laboratory Safety Training |  | Laser Safety Training |  |
| CHEMATIX |  | X-ray Safety Training |  |
| Cryogen Safety Training |  | Animal User Training |  |

**LAB AND HAZARD SPECIFIC TRAINING PROVIDED BY PI/SUPERVISOR**

List specific lab safety resources as indicated in the table below. Record other training as identified in the HA. The PI/Lab Supervisor is required to keep a copy of the training description and learning objectives. Record this below or keep as a separate document. Maintain documents in the Lab Safety Plan manual (binder) for easy access.

|  |  |  |
| --- | --- | --- |
| **GENERAL LAB SAFETY** | **TRAINING DESCRIPTION & LEARNING OBJECTIVES** | **DATE** |
| **Lab specific WHMIS training on chemicals used in the lab and location of Safety Data Sheets (SDS)** | *Identify where SDS hardcopies are located. If using online access (e.g. CHEMATIX), ensure lab personnel know how to access SDS.* |  |
| **Review of laboratory hazard assessments (HA)** | *Identify hazards and controls. Indicate where HA are kept (e.g. lab safety plan manual)* |  |
| **Working Alone procedures** | *Refer to lab specific Working Alone Procedures. All lab personnel should be familiar with the UofL online Working Alone registration system.* |  |
| **Location and use of PPE – gloves, lab coats, safety glasses, respirators, etc., as applicable** | *List required PPE for lab, including any experiment specific PPE. Refer to the UofL PPE Standard.* |  |
| **Hazardous Waste Disposal Procedures** | *Provide Instruction on segregation and storage of hazardous chemical, biohazardous and radioactive wastes, sharps, waste chemical containers, etc., as applicable* |  |
| **Hazardous Material Inventory Requirements** | *List applicable lab SOPs. Review use of CHEMATIX inventory system.* |  |
| **Applicable UofL Laboratory Safety Manuals and Procedures** | *List applicable manuals and procedures**(e.g. Lab Chemical Safety and Procedures Manual, Laser Safety Manual). Refer to hazard specific competency records, if applicable. The Safety Services webpage for a comprehensive list of items.* |  |

|  |  |  |
| --- | --- | --- |
| **EMERGENCY REQUIREMENTS** | **TRAINING DESCRIPTION & LEARNING OBJECTIVES** | **DATE** |
| **Location and how to use emergency eyewash and showers, and first aid kit** | *Identify locations and review procedures for use.* |  |
| **Location of fire extinguisher, alarm pull stations, emergency exits and building assembly points, fire alarm stages.** | *The nearest fire extinguisher is located at:\_\_\_\_\_\_\_\_\_\_\_\_\_*  *The nearest emergency exits are located at:\_\_\_\_\_\_\_\_\_\_\_\_*  *The building assembly point is located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Fire alarm: Pre-tone, Stage 1 and Stage 2* |  |
| **Location and use of spill kits** | *Spill kits are located at:* |  |
| **Incident reporting procedures** | *Review the UofL Incident Management Standard and procedures. Include any lab specific requirements for reporting.* |  |
| **Lab specific emergency procedures** | *List emergency procedures for lab experiments, equipment shut-down, etc.* |  |

|  |  |  |
| --- | --- | --- |
| **LAB SPECIFIC REQUIREMENTS** | **TRAINING DESCRIPTION & LEARNING OBJECTIVES** | **DATE** |
| List lab-specific SOP for operations and equipment that require training (e.g. centrifuges, rotary evaporators, sonicators, vacuum pumps, heating equipment, etc.) | *Refer to specific SOPs.* |  |
|  |  |  |

**Site and hazard specific training has been provided to address the above listed risks. (Attach an additional sheet if more space is required)**

SIGNATURE OF PRINCIPAL INVESTIGATOR/SUPERVISOR: DATE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have received and understand all training as indicated in this document.**

SIGNATURE OF LABORATORY EMPLOYEE: DATE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Store training records in the Laboratory Safety Plan Manual and retain according to the UofL Record Management Policy.**