
Laboratory Safety Orientation Checklist

Name (Print) _____

Department _____

Supervisor _____

Date (DD/MM/YY) _____

A Laboratory Safety Orientation Checklist should be completed within two of arriving in the laboratory or prior to conducting any research activities.

Please check all items which were fully explained to you by your laboratory supervisor or delegate, for which you have received training and/or for which you have read written procedures. For those items not applicable to your work or research activities, indicate N/A (not applicable).

1. INTRODUCTION

I was informed of KSU Lab Safety Policies including: <https://www.k-state.edu/safety/>

- Laboratory Responsibilities
- Health & Safety Internal Responsibility System
- Personal Protective Equipment Policy
- Accident, Incident and Occupational Disease Reporting Policy and Procedure
- Reporting a safety hazard

2. SAFETY RESOURCES

I was informed of the various health & safety resources available, including:

- KSU Environmental Health and Safety Resources: <https://www.k-state.edu/safety/>
- KSU College of Agriculture EHS Resources: <https://www.ksre.k-state.edu/agsafe/>

3. EMERGENCY PROCEDURES

- I was informed of Laboratory Emergency Phone Numbers and procedures.
In case of an accident or incident requiring ambulance, fire or police call **911**
- I was informed of the Laboratory Emergency Procedures

Referenced from McGill University

--	--	--	--	--	--

4. BASIC LABORATORY SAFETY

- I read KSU Laboratory Safety Manual: <https://www.k-state.edu/safety/lab/>
- I know the location of the closest fire alarm pull stations
- I know the location of the fire extinguishers
- I know the location of the closest emergency exit and have been instructed as to the evacuation route
- I know the location of the first aid kit
- I know the location of the eyewash and emergency shower and was instructed how to operate them
(Do not pull the handle of the safety shower during the orientation)
- I was instructed on proper lab attire
- I was instructed not to eat, drink or apply makeup in the lab
- I was provided with the following personal protective equipment (PPE) and was instructed in its proper maintenance and use (select all that apply):
 - Disposable Gloves
 - Lab Coat
 - Safety glasses
 - Respirator, Specify Type: _____
 - Hearing protection, Specify Type: _____
 - Other (specify): _____
 - Chemical goggles
 - Face Shield
- I was instructed **not** to wear lab coats and gloves out of the designated lab area
- I was informed as to the location and purpose of Safety Data Sheets, the Laboratory Information Door Sign and other safety symbols and signage
- I was informed of the importance of good personal hygiene and understand the proper hand washing protocol
- I read Lab Work Alone Policy

5. CHEMICAL LAB SAFETY

Not Applicable

- I received instruction on the safe handling and storage of chemicals
- I received instruction on the safe disposal procedures for chemicals
- I received instruction on the appropriate measures to take in case of a chemical spill
- I received instruction on safe chemical fume hood operation

6. RADIATION LAB SAFETY

Not Applicable

- I read KSU Radiation Safety Manual: https://www.k-state.edu/safety/docs/radiation_safety_manual.pdf
- I read KSU Radiation Safety Policy
- I have successfully completed mandatory *Radiation Safety* training
- I am listed as an authorized user on the supervisor's radioisotope permit
- I was given clear instructions regarding the lab rules (i.e. in-house procedures) for radioisotope work
- I received instruction on record keeping for radioisotopes as well as on their safe disposal
- I received instruction on the appropriate measures to take in case of a radioactive spill or exposure

Referenced from McGill University

--	--	--	--	--	--

7. LASER SAFETY

Not Applicable

- I read KSU Laser Safety Manual: https://www.k-state.edu/safety/docs/radiation_safety_manual.pdf
- I received instruction on the safe handling of lasers

8. BIOSAFETY

Not Applicable

- I read KSU Biosafety Manual: <https://www.k-state.edu/comply/ibc/sop/index.html>
- I read KSU Biohazards Safety Policy
- I received instruction on the safe handling and storage of biohazardous materials
- I received instruction on the decontamination procedures for the techniques performed in the lab
- I received instruction on the appropriate measures to take in case of a biohazard spill, exposure or incident

9. HAZARDOUS WASTE DISPOSAL

Not Applicable

- I read KSU Waste Disposal Guidelines: <https://www.k-state.edu/policies/ppm/3700/3745.html>
- I read KSU Hazardous Waste Disposal Policy
- I was informed of and understand KSU waste disposal procedures for: sharps, biohazardous waste (e.g. infectious agents, blood & bodily fluids), chemical waste and radiation waste.

10. ANIMAL CARE PROCEDURES

Not Applicable

- I received mandatory animal practical training: <https://www.k-state.edu/comply/iacuc/>
- I was informed of the Occupational Health Program for Animal Related Activities
- I was instructed on the standard procedures in place in the animal facility that I will be using

11. LAB EQUIPMENT SAFETY INSTRUCTION

Not Applicable

- I received instruction on the safe use of laboratory equipment (e.g., centrifuge, autoclave, fume hood, furnace, etc.)

Please list equipment:

Referenced from McGill University

--	--	--	--	--	--

12. SAFETY TRAINING REQUIREMENTS

Not Applicable

Laboratory Supervisors must identify which safety training provided by EHS is required. Determine the training requirements using the College of Agriculture EHS Resource Guide: <https://bookstore.ksre.ksu.edu/pubs/MF3479.pdf>.

Training Course	Required* (Y/N)	Date Trained† (dd/mm/yy)	Lab Personnel's Initials	Certificate on file (Y/N)

* Determined by Laboratory Supervisor

† If not trained at the time form is completed, indicate the date of the training session you registered for.

I, _____ as member of the laboratory
of _____ (supervisor's name), was
introduced to all applicable points in this laboratory safety orientation checklist and fully
understand them.

Laboratory Personnel's Signature

Date

Laboratory Supervisor's Signature

Date

Once completed and signed by both the laboratory personnel and supervisor, the checklist should be kept by the Laboratory Supervisors.

Referenced from McGill University

--	--	--	--	--