



Laboratory Personnel Checklist

Supervisor/PI Name: _____ New Worker Name: _____ Chapman University ID#: _____

Complete this form and store a copy with the lab's safety training certificates. Return a copy to EH&S: EHS@Chapman.edu

Prior to starting laboratory work, all laboratory faculty, staff, students, volunteers must complete the following (enter completion date in space provided):

Required Training	On Chapman University's Blackboard site, blackboard.chapman.edu :	
	<i>Currently Required Once</i>	
	<input checked="" type="checkbox"/> Academic Environmental Lab Safety Training: _____	<input checked="" type="checkbox"/> Ladder Safety Training: _____
	<i>Required Annually</i>	
	<input checked="" type="checkbox"/> Hazardous Waste Training: _____	<u>Currently offline</u>
	<i>Currently Required Every 3 Years</i>	
	<input checked="" type="checkbox"/> Chemical Spill Procedures Safety Training: _____	<input checked="" type="checkbox"/> Chemical Hygiene Safety Training: _____
	<input checked="" type="checkbox"/> Chemical Fume Hood Safety Training: _____	
	On the CITI Program site, www.citiprogram.org :	
	<i>Currently Required Once</i>	
<input checked="" type="checkbox"/> OSHA Personal Protective Equipment Training: _____	<input type="checkbox"/> Biomedical Responsible Conduct of Research - RCR: _____	
Laboratory-Dependent Training	<i>If your work is to be conducted in a lab space designated as BSL2, Required Annually</i>	
	<input checked="" type="checkbox"/> Biological Safety Training (on Chapman's Blackboard site): _____	
	<i>Additional Training, below, may be required prior to work with the following materials, supervising staff or teaching:</i>	
	On Chapman University's Blackboard site, blackboard.chapman.edu :	
	<input type="checkbox"/> Bloodborne Pathogen Safety Training: _____	<input type="checkbox"/> Teaching Science Safely: _____
	<input type="checkbox"/> Autoclave Safety Training: _____	<input type="checkbox"/> Radiation Safety Training: _____
	<input type="checkbox"/> Formaldehyde Safety In The University Laboratory: _____	<input type="checkbox"/> Compressed Gasses and Cryogenics Safety Training: _____
	On the CITI Program site, www.citiprogram.org :	
	<input type="checkbox"/> Biosafety Complete Training Series (Triennial): _____	<input type="checkbox"/> Biosafety Retraining Course (Annually, after complete series): _____
	<input type="checkbox"/> NIH Recombinant DNA (rDNA) Guidelines: _____	<input type="checkbox"/> Emergency and Incident Response to Biohazard Spills and Releases: _____
	<input type="checkbox"/> OSHA Bloodborne Pathogens (Annual): _____	<input type="checkbox"/> Human Gene Transfer Trials: _____
	<input type="checkbox"/> Animal Biosafety (Triennial): _____	<input type="checkbox"/> Working with Animals in Biomedical Research - Refresher Course (Annually, after Animal Biosafety): _____
	<input type="checkbox"/> Antibody Production in Animals: _____	<input type="checkbox"/> Working with Mice in Research: _____
	<input type="checkbox"/> Working with Rats in Research Settings: _____	<input type="checkbox"/> Conflicts of Interest: _____

Lab-specific Safety Orientation:

Have you been shown the locations/procedures related to the following by the supervisor/PI?

- | | |
|--|---|
| <input type="checkbox"/> Fume hoods, biosafety cabinets and other engineering controls | <input type="checkbox"/> Eye wash/douse shower |
| <input type="checkbox"/> Hazardous material storage locations | <input type="checkbox"/> Reporting injuries to your supervisor/PI and EH&S |
| <input type="checkbox"/> Fire extinguishers and pull stations | <input type="checkbox"/> Emergency response flipchart |
| <input type="checkbox"/> Lab gathering point and evacuation procedures | <input type="checkbox"/> Waste procedures for your lab, including accumulation areas, labeling requirements and registration in/use of the Online Tag Program |
| <input type="checkbox"/> First aid kits | <input type="checkbox"/> AED's (Automated External Defibrillators) |
| <input type="checkbox"/> Hazardous materials spill kits | |

Have you been able to review each of the items below?

- ☐ Chapman University Chemical Hygiene Plan and/or Biosafety Manual
- ☐ Guidelines for Chemical Storage
- ☐ Safety Data Sheet database
- ☐ The most recent Laboratory Self-Inspection and EH&S Inspection
- ☐ Approved IRB/IACUC/IBC protocols related to your work
- ☐ Please add additional lab specific process or equipment trainings below (cryostat, centrifuge, shop equipment, rotary evaporators, etc.):

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Have you been issued or given access to minimum Personal Protective Equipment:

- ☐ A lab coat (basic or flame resistant) ☐ Eye Protection (safety glasses, goggles)

Lab coats and safety glasses are provided by your research laboratory, department or college. Please complete the PPE assessment to determine your specific needs, in conjunction with discussion with your principal investigator. Safety glasses, with side shields are required in all laboratories, at all times.

LABORATORY ACTION ITEMS

- ☐ Add person to Laboratory Personnel Section, document their PPE assignments in Laboratory Safety Binder
- ☐ Add person to the lab's Biohazard Use Authorization if applicable
- ☐ Complete Radioisotope User Enrollment Form if applicable
- ☐ Complete Personnel Screening Data Sheet for Controlled Substance Users if applicable

Lab Personnel:

_____ Signature	_____ Date
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Supervisor/PI:

_____ Signature	_____ Date
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EHS Safety Coordinator:

_____ Printed Name	_____ Signature	_____ Date
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