Laboratory Safety Orientation Checklist

Laboratory Safety Training Review by Lab Training Manager (Principal Investigator or Designee)

The Principal Investigator (PI) may authorize a Lab Safety Officer or Designee, but it still is the PI's responsibility to ensure all lab personnel have the necessary skills (through training and experience), maturity, and supervision to work safely in a lab with hazardous processes or substances.

Consider varying maturity and experience levels when orienting researchers and deciding appropriate assignments, supervision, and required training.

When considering non-matriculating personnel under the age of 18, see Harvard's minors in labs policy.

☐ Add researcher to lab training roster in PeopleSoft.

Review the person's research program and identify core and specialized training requirements. Show them how to access the Harvard Training Portal.

☐ Offer an exception to those working in a lab for no more than two weeks: (a) under direct supervision within earshot and line of sight; and (b) not working with or adjacent to hazardous materials, processes, or equipment. Consult with EH&S to determine if any training is required in addition to this orientation.

☐ Review lab-specific safety training and standard operation procedures (SOP) for hazardous chemicals, materials, equipment, or processes related to the individual's research program, including examples like Committee on Microbiological Safety (COMS) protocols, radioactive materials, laser devices, X-ray devices, carcinogens, and lab documents.

Lab Orientation

Review these resources:

☐ Lab Emergency Response Guide and emergency phone numbers locations.

☐ Emergency power off switches, room purge buttons, and fume hood purge buttons (where applicable).

☐ Emergency evacuation routes and meeting points.

☐ Fire extinguisher and the closest fire alarm pull station locations.

☐ Safety shower and eyewash station locations and proper use.

☐ Safety data sheets (SDS) (in-lab location or online SDSs)

☐ Container label hazard categorization under a Global Harmonized System.

☐ Chemical Hygiene Plan (in-lab location or online Chemical Hygiene Plan).

☐ Safe chemical work practices.

☐ Injury/illness report filing process.

☐ Personal protective equipment (PPE) policy, lab's PPE assessment report, and required PPE location (for example, gloves, safety glasses, and lab coats).

Yes	N/A	Safety Review
☐	☐	COMS system access and approval letters review.
☐	☐	Exposure Control Plan location and bloodborne pathogens. If yes, complete Hepatitis B vaccination offer form.

☐	☐	[Waste management](#) (check all that apply): ☐ Hazardous waste ☐ Biological waste ☐ Biological sharps ☐ Non-biological sharps ☐ Disposal restricted waste ☐ Radioactive waste
☐	☐	Highly hazardous materials, equipment, or process locations and how to locate SOPs.
☐	☐	Location and proper use of chemical fume hood, exposure control devices (such as a snorkel), and biosafety cabinet.
☐	☐	Location and proper use of chemical spill cabinets/kits in your building.

Trainee Information and Signatures

☐ Undergraduate student ☐ Postdoctoral fellow ☐ Intern ☐ Visitor ☐ Graduate student ☐ Staff

☐ Core customer ☐ Vendor

Trainee: _____

Signature: _____

PI/Lab Safety Officer/Designee): _____

Signature: _____

Laboratory/Core: _____

Date: _____

Copy: Principal Investigator: The lab must keep a copy of this form on file.