



Laboratory Safety Orientation Checklist

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

The Principal Investigator (PI) may authorize a Lab Training Manager 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 under direct supervision in a lab for less than a week and/or not working with or adjacent to hazardous materials, processes, or equipment.
- ☐ 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, radiation registrations, 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](#)).
- ☐ 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
<input type="checkbox"/>	<input type="checkbox"/>	COMS system access and approval letters review.
<input type="checkbox"/>	<input type="checkbox"/>	Exposure Control Plan location and bloodborne pathogens . If yes, complete Hepatitis B vaccination offer form .



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

<input type="checkbox"/>	<input type="checkbox"/>	Waste management (check all that apply): <input type="checkbox"/> Hazardous waste <input type="checkbox"/> Biological waste <input type="checkbox"/> Biological sharps <input type="checkbox"/> Non-biological sharps <input type="checkbox"/> Disposal restricted waste <input type="checkbox"/> Radioactive waste
<input type="checkbox"/>	<input type="checkbox"/>	Highly hazardous materials, equipment, or process locations and how to locate SOPs.
<input type="checkbox"/>	<input type="checkbox"/>	Location and proper use of chemical fume hood, exposure control devices (such as a snorkel), and biosafety cabinet.
<input type="checkbox"/>	<input type="checkbox"/>	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:

Lab Training Manager (PI/designee):

Signature:

Laboratory/Core:

Date:

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