



## Laboratory Safety Orientation Checklist

### Laboratory Safety Training Review by Lab Training Manager (PI or Designee)

NOTE: The PI may authorize another person to operationally fulfill the role, but it remains the Principal Investigator's responsibility to ensure that all personnel in the lab have the necessary skills (through training and experience), maturity and supervision to work safely in a lab with hazardous processes or substances. Consider the varying maturity and experience levels when orientating a person to the lab and when determining the appropriate assignments and supervision and training required. When considering personnel under the age of 18, see the University's Minors on Campus Policy <http://youthprotection.harvard.edu/minors-labs-policy>.

- Add researcher to lab roster in PeopleSoft <https://hrapps.cadm.harvard.edu/psftprd/signon.html>  
Review the individual's research program, identify core and specialized training requirements. Show researcher how to access training in the Harvard Training Portal: <https://trainingportal.harvard.edu>
  - Exception: those who will work in a lab for less than a week under direct supervision or others who will not be working with or adjacent to hazardous materials, processes or equipment.
- Review laboratory-specific safety training/SOPs  
For highly hazardous materials, equipment, or processes that pertain to the individual's research program (may include COMS protocols, radiation registration, etc. in addition to internal lab documents on carcinogens, etc.)

### Laboratory Orientation

Review the following safety features:

- Location and information in [Emergency Response Guides](#) (typically next to wall phones or main exits)
- Emergency evacuation route and meeting area
- Location of fire extinguishers and closest fire alarm pull station
- Location and proper use of safety showers and eyewash stations
- Location of Safety Data Sheets in lab or online ([ehs.harvard.edu/safety-data-sheets-sds](https://ehs.harvard.edu/safety-data-sheets-sds))
- Location of Chemical Hygiene Plan in lab or online (EH&S [Safe Chemical Work Practices](#) web page)
- Location of accident report filing process ([ehs.harvard.edu/programs/accident-reporting-investigation](https://ehs.harvard.edu/programs/accident-reporting-investigation))
- [PPE policy](#), lab's [PPE assessment report](#) and location of required PPE (gloves, safety glasses, lab coats, etc.)

Yes N/A

- Location and review of Exposure Control Plan (EH&S [Bloodborne Pathogens](#) web page)  
If yes, complete [Hepatitis B Vaccination Offer](#) form
  - [Waste management](#) (see [ehs.harvard.edu/programs/lab-waste-management](https://ehs.harvard.edu/programs/lab-waste-management)) (check all that apply):
    - [Hazardous Waste](#)     Biological Waste     [Radioactive Waste](#)     Sharps Waste
- Location and proper use of highly hazardous materials, equipment, or processes
- Location and proper use of [chemical fume hoods](#) or biosafety cabinets or both
- Location and use of building spill cabinets or lab spill kits or both

### Trainee Information & Signatures

- |   |   |  |                                  |
|---|---|--|----------------------------------|
| <input type="checkbox"/> Undergraduate    | <input type="checkbox"/> Post Doctoral Fellow | <input type="checkbox"/> Intern        | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> Graduate Student | <input type="checkbox"/> Staff                | <input type="checkbox"/> Core Customer | <input type="checkbox"/> Vendor  |

Trainee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Orientation given by (PI/designee): \_\_\_\_\_ Signature: \_\_\_\_\_

Laboratory/Core Name: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Principal Investigator: A copy of this form must be kept on file by the laboratory.  
cc: Laboratory Director/Executive Director/Research Operations Manager: A copy of this form must be kept on file by the Department.