

The Ohio State University Department of Chemistry and Biochemistry

New Laboratory Worker Checklist

PI: _____ New Worker Name: _____

Complete this form and store it in the lab's safety binder!

Prior to starting lab work, all lab staff, students, and volunteers must complete:

Online Building Emergency Action Plan training on Buckeyelearn _____
Read the BEAP for your building (s) _____
Online Laboratory Standard training on Buckeyelearn _____
Read and acknowledged the lab's PPE Assessment _____

Additional training that may be required for the lab. _____

Lab Specific Safety Orientation

Have you been shown the location and procedures of the following items?

Fume hoods, biosafety cabinet, and other engineering controls	Lab evacuation point
Obtaining a lab coat	First aid kit
Hazardous Material Storage locations	Spill kit
Fire extinguishers and pull stations	Waste procedures
Eye wash/Safety showers	Minimum lab attire
	Minimum Lab PPE

Make sure to review each of the items below.

Have you reviewed your lab's Chemical Hygiene Plan?

Have you reviewed your labs Standard Operating Procedures?

Have you been issued or given access to minimum personal protective equipment (PPE)

Lab coat _____ Eye protection _____

Lab Contact Name and Signature: _____

New Worker signature and Date: _____