**BE Lab Specific Safety Training Checklist**

This checklist is to be used as an outline for training and to document the materials covered during initial lab specific training. **For new people please check off training topics as you complete them**. If your lab does not have a specific listed hazard, check off Not Applicable (N/A) for the entire section or the individual hazards. **When a new member has been trained, please sign this form and return to** [**be-ehs@mit.edu**](mailto:be-ehs@mit.edu).

## SECTION 1 - GENERAL SAFETY INFORMATION: REQUIRED FOR ALL

☐ [Roles and Responsibilities](https://ehs.mit.edu/about/ehs-management-system/) for Lab Safety

☐ Proper Lab Attire (Shoes and clothing that fully covers legs/feet)

☐ [Personal Protective Equipment](https://ehs.mit.edu/workplace-safety-program/personal-protective-equipment/) (PPE) Policies and Locations

☐ Lab Cleanliness (Housekeeping, repairs, maintenance)

☐ No Food and Drink in Lab

☐ [Injury](https://ehs.mit.edu/workplace-safety-program/occupational-injury-or-illness-reporting/), Incident, and Near Miss Reporting (Who to tell when something goes wrong)

☐ Lab Security (Theft, Intruder, *etc*.)

☐ [Working Alone Policy](https://ehs.mit.edu/about/policies/working-alone-policy/)

☐ SOPs, SDSs, and Other Safety Documents

☐ [Trash and Recycling in the Lab](http://web.mit.edu/facilities/environmental/reuse.html)

## SECTION 2 - [EMERGENCY PREPAREDNESS INFORMATION](https://be-ehs.mit.edu/epp): REQUIRED FOR ALL

☐ Location of Emergency Response Guide Posters/Emergency Contact Information

☐ [Evacuation Routes and Meeting Locations](https://be-ehs.mit.edu/epp) (Physically point out specific locations)

**For the following outline when to use, how to use, and how they work:**

☐ Eye Wash/Safety Shower N/A ☐ ☐ First Aid Kits N/A ☐

☐ Spill Response Materials N/A ☐ ☐ Fire Extinguishers\* N/A ☐

☐ Automated External Defibrillator (AED) N/A ☐ ☐ Calcium Gluconate for HF N/A ☐

*\* Only use a fire extinguisher if you have completed MIT’s fire extinguisher training.*

## SECTION 3 - [CHEMICAL SAFETY](https://ehs.mit.edu/chemical-safety/): REQUIRED IF USED IN LAB OR N/A ☐

☐ Chemical Hazard Overview ☐ [Personal Protective Equipment](https://ehs.mit.edu/workplace-safety-program/personal-protective-equipment/) (PPE)

☐ [Chemical Storage and Compatibility](https://ehs.mit.edu/chemical-safety-program/chemical-storage/) ☐ [Chemical Inventory](https://ehs.mit.edu/chemical-safety-program/chemical-inventory/) & SDS Availability

☐ [Hazardous Waste Disposal](https://mit.quickbase.com/db/bms438qt8?a=nwr) (SAAs) & Red Tags ☐ [Chemical Spill Response](https://ehs.mit.edu/wp-content/uploads/2019/10/EHS-0004.pdf)

☐ [Particularly Hazardous Substances](https://ehs.mit.edu/chemical-safety-program/dangerous-highly-toxic-chemicals/) ☐ [Proper Use of Fume Hoods](https://ehs.mit.edu/lab-research-program/fume-hoods-laboratory-ventilation/) N/A ☐

☐ Proper Use of Glove Boxes N/A ☐ ☐ [Gas Detection Systems](https://ehs.mit.edu/lab-research-program/toxic-gas-monitoring/) N/A ☐

☐ [Peroxide-Forming Chemical Management](https://ehs.mit.edu/wp-content/uploads/EHS-0042.pdf) N/A ☐ ☐ Safe Use of Hydrofluoric Acid N/A ☐

☐ Pyrophoric Chemicals N/A ☐

## SECTION 4 – [BIOLOGICAL SAFETY](https://ehs.mit.edu/biological/): REQUIRED IF USED IN LAB OR N/A ☐

☐ Biological Hazard Overview ☐ Personal Protective Equipment (PPE)

☐ [Biological Waste Disposal](https://ehs.mit.edu/regulated-waste-program/biological-waste/) ☐ [Decontamination of Surfaces](https://ehs.mit.edu/biological-program/decontamination-and-disinfection/)

☐ Biological Spill Response ☐ Use of [Biological Safety Cabinets](https://ehs.mit.edu/biological-program/biological-biosafety-cabinets/) N/A ☐

## SECTION 5 - [LASER SAFETY](https://ehs.mit.edu/radiological-program/laser-safety/): REQUIRED IF USED IN LAB OR N/A ☐

☐ Types of Lasers (Power and Wavelength) ☐ Laser in Use Sign

☐ Location and Contents of Laser SOP ☐ Laser Eyewear

☐ Other Personal Protective Equipment (PPE)

## SECTION 6 – [RADIOACTIVE MATERIAL SAFETY](https://ehs.mit.edu/radiological-program/radioactive-material-safety/): REQUIRED IF USED IN LAB OR N/A ☐

☐ Isotopes in Lab ☐ Personal Protective Equipment

☐ Radioactive Waste Disposal ☐ Radiation Badges

☐ Radiation Spill Response

## SECTION 7 – PHYSICAL HAZARDS: REQUIRED IF USED IN LAB OR CHECK N/A

☐ [Safe Use and Storage of Gas Cylinders](https://ehs.mit.edu/chemical-safety-program/compressed-gas-cylinder-safety/) N/A ☐ ☐ Safe Use of Cryogenics N/A ☐

☐ Handling Hot Items N/A ☐ ☐ Bunsen Burner Use N/A ☐

☐ Broken Glass Cleanup N/A ☐ ☐ [Safe Use of Laser Cutters](https://ehs.mit.edu/workplace-safety-program/laser-cutter-safety/) N/A ☐

☐ [Safe Soldering Techniques](https://ehs.mit.edu/wp-content/uploads/2019/10/sog_0167.pdf) N/A ☐ ☐ [Safe Use of Shop Tools](https://ehs.mit.edu/wp-content/uploads/EHS_0076.pdf) N/A ☐

☐ [Electrical Safety](https://ehs.mit.edu/workplace-safety-program/electrical-safety/) N/A ☐ ☐ Safe Use of High Voltage N/A ☐

☐ Sharps Handling and Disposal N/A ☐ ☐ [High Powered Magnets](https://ehs.mit.edu/radiological-program/magnets-uv-and-radio-frequency/) (> 5 G) N/A ☐

☐ Working at Heights N/A ☐ ☐ 3D Printer Safety N/A ☐

☐ [Battery Use/Charging/Storage/Disposal](https://ehs.mit.edu/lab-research-program/lithium-ion-battery-safety/) N/A ☐ ☐ [Radiation Sources](https://ehs.mit.edu/radiological-program/radioactive-material-safety/) N/A ☐

☐ [Autoclave Use](https://ehs.mit.edu/biological-program/autoclave-validation-and-calibration-program-avcp/) N/A ☐ ☐ [PPE for Physical Hazards](https://ehs.mit.edu/workplace-safety-program/personal-protective-equipment/) N/A ☐

## SECTION 8 – LIST OTHER LAB SPECIFIC INFORMATION COVERED.

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## Lab Specific Training Roster

Building and room number(s) that this training covers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainers Full Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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