

## SAFETY TRAINING CHECKLIST - NEW EMPLOYEES

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Section Assigned to: \_\_\_\_\_

Trainer: \_\_\_\_\_

To the Trainee: This is meant purely as an introduction to safety in the DSS laboratories. Safety information that is SOP specific will be introduced during your training within your assigned section.

Topic	Initials (trainee)
Introduction to Safety Manual (location on S drive)	
Introduction to chemical safety plan (location of MSDS) (Analysts only)	
Introduction to Blood borne pathogens plan (Analysts only)	
Watch safety videos (Analysts only)	
Walk through of building (showing emergency exits/area of refuse/general lay out)	
Role of the safety officer in the laboratory	
Role of the employee in having a safe laboratory	
Introduction to eye wash/shower use in area assigned (Analysts only)	
Introduction to "clean areas" where lab coats/masks/gloves cannot be worn (Analysts only)	
Availability of PPE (lab coats, gloves, eye protection etc.) (Analysts only)	
Health Monitoring	
Availability of Hepatitis vaccine (if decline must sign waiver)	
Availability of monitoring lead exposure (if assigned to fire arms)	
Other Topics:	

The above listed employee has been introduced to the above listed topics and has been given the opportunity to ask questions regarding safety topics within the DSP Division of Scientific Services Laboratories.

Trainer (sign): \_\_\_\_\_ Date: \_\_\_\_\_

Note: The trainee should initial the topics as they are introduced to them. If the safety training occurs over several days please write in the date range under date.