

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 laboratory. Safety information that is SOP specific will be introduced during your training within your assigned section.

Topic	Initials (trainee)
Introduction to Safety Manual (location in Qualtrax)	
Introduction to chemical safety plan (location of SDS)*	
Introduction to Blood borne pathogens plan*	
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*	
Introduction to "clean areas" where lab coats/masks/gloves cannot be worn*	
Availability of PPE (lab coats, gloves, eye protection etc.)*	
Health Monitoring	
Availability of Hepatitis vaccine (if decline must sign waiver)	
Lead monitoring – Firearms Unit only	
Other Topics:	
Lead compliance – Firearms Unit only	

* Analysts and Laboratory support personnel with the expectation of handling evidence. 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 Division of Scientific Services Laboratory.

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.