CCB Laboratory Safety Orientation Checklist

**Laboratory Safety Training Review**

☐ Attend CCB’s Lab 300 in-class safety training.
   All personnel working within CCB must complete the department’s Laboratory Safety Training. Consult the CCB website for dates and times [http://chemistry.harvard.edu/pages/training](http://chemistry.harvard.edu/pages/training)

☐ Complete general laboratory safety training online and determine if additional safety training is required [https://training.ehs.harvard.edu/harvard/Login.jsp](https://training.ehs.harvard.edu/harvard/Login.jsp)
   Review research program with PI and/or Safety Officer to determine if any additional safety training is required (e.g. biosafety/blood-borne pathogens, radiation safety, laser safety, liquid pyrophoric, etc...).

☐ Review laboratory-specific PPE requirements (link below) as well as training/SOPs for highly hazardous materials, equipment, or processes that pertain to the research program. [http://www.ehs.harvard.edu/tools/lab-personal-protective-equipment-ppe-assessment-tool](http://www.ehs.harvard.edu/tools/lab-personal-protective-equipment-ppe-assessment-tool)

**Laboratory Orientation.** Review the following safety features:

☐ Location and information in Emergency Response Guides (next to wall phones)
☐ Emergency evacuation route and meeting area
☐ Location of fire extinguishers and closest pull station
☐ Location and proper use of safety showers
☐ Location and proper use of eyewash stations
☐ Location of first aid kit
☐ Location and use of spill kits (if applicable)
☐ Basic & lab-specific PPE Policy and location of required PPE (goggles, lab coats, gloves, etc.)
☐ Location of fume hoods and/or biosafety cabinets (if applicable)
☐ Location and use of hazardous waste accumulation areas
☐ Location of Material Safety Data Sheets: [http://www.ehs.harvard.edu/tools/3e-service-msds-database](http://www.ehs.harvard.edu/tools/3e-service-msds-database)
☐ Location of Chemical Hygiene Plan: [http://ehs.harvard.edu/sites/ehs.harvard.edu/files/chemical_hygiene_plan_2.pdf](http://ehs.harvard.edu/sites/ehs.harvard.edu/files/chemical_hygiene_plan_2.pdf)
☐ Location of highly hazardous materials, equipment, or processes and their rules for use.

**Trainee Information & Signatures**

☐ Undergraduate ☐ Post Doctoral Fellow ☐ Intern ☐ Visitor
☐ Graduate Student ☐ Staff ☐ Core Customer ☐ Vendor

Trainee Name: ________________________________  Signature: ________________________________

Orientation given by: ________________________________  Signature: ________________________________

Date: ________________________________  Laboratory/Core: ________________________________

By signing here I acknowledge that I have been briefed on the safety features of the laboratory and informed of required additional safety training. I pledge to attend CCB’s Laboratory Safety Training and, in the interim, read CCB’s Safety Manual in its entirety and understand its contents. I realize that the CCB Safety Manual does not contain comprehensive information regarding every hazard I will encounter in my research. I recognize that I must proactively inform myself about the hazards associated with every process I undertake and every substance I use in my research. I agree to follow the safety policies and principles described in the CCB Safety Manual while conducting research in the Department of CCB.