

# 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>
- Complete general laboratory safety training online and determine if additional safety training is required <http://www.ehs.harvard.edu/training>  
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>

## **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 Safety Data Sheets: <http://www.ehs.harvard.edu/material-safety-data-sheets-msds>
- 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**

- |   |   |  |                                  |
|---|---|--|----------------------------------|
| <input type="checkbox"/> Undergraduate    | <input type="checkbox"/> Post Doctoral Fellow | <input type="checkbox"/> Intern        | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> Graduate Student | <input type="checkbox"/> Staff                | <input type="checkbox"/> Core Customer | <input type="checkbox"/> 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.