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 [http://www.ehs.harvard.edu/training](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](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 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.