CCB Laboratory Safety Orientation Checklist

**Laboratory Safety Training Review**

- Attend CCB’s LAB300 in-class safety training.
  - All personnel working in CCB laboratories 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 (a.k.a. LAB100) and determine if additional safety training is required [https://trainingportal.harvard.edu](https://trainingportal.harvard.edu)
  - Review research program with PI and/or Safety Officer to determine if any additional safety training is required (e.g. biosafety, 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**

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<thead>
<tr>
<th>Undergraduate</th>
<th>Post Doctoral Fellow</th>
<th>Intern</th>
<th>Core Customer</th>
<th>Visitor</th>
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</thead>
<tbody>
<tr>
<td>Graduate Student</td>
<td>Staff</td>
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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.