



Laboratory Specific Safety Training Record

Stevens Institute of Technology requires documentation that all laboratory personnel have received Lab-Specific Safety Training annually. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator:

Department:

This checklist will assist the PI or Lab Supervisor in providing training as described in the OSHA Laboratory Safety Standard (29 CFR 1910.1450) and the Stevens Chemical Hygiene Plan. It is the Principal Investigator's responsibility to ensure all laboratory personnel (employees, students, visiting researchers) have received training. This training must be provided initially, annually, and anytime there is a major procedural change. This record should be used as a guide for the topics to cover in the training. All hazards applicable to your research must be covered. Please check the items covered, have employees (including the lab PI) sign the final page, and maintain this record as documentation of the training.

In addition to lab specific training, Stevens Office of Environmental Health and Safety (EHS) requires lab personnel receive Stevens Laboratory Safety Training provided by EHS annually.

The following is a suggested training outline to review with all lab personnel. You may add additional relevant training goals depending on your lab operation.



GENERAL

X	Training Goal	Guidance to Complete Training Goal
	Safety Roles	Describe the process for discussing and addressing health and safety concerns in the lab.
	Training Requirements	Confirm that required EHS Lab Safety training has been completed. Confirm other trainings completed as necessary (e.g., equipment specific)
	Stevens Chemical Hygiene Plan (CHP)	Review CHP and all appendices; Including how personnel can access the CHP
	Laboratory Specific Standard Operating Procedures (SOPs)	Review the specific hazards that exist in the lab and which hazards are covered by an existing SOP. Review existing Lab Specific SOPs and review when a written SOP is required (highly toxic chems, carcinogens, reproductive toxins, highly reactive materials, and high physical hazards)
	Procedures for working alone or after-hours	Review requirements for working after hours and restrictions on working alone
	Proper housekeeping and cleaning of lab equipment and work areas	Review expectations for housekeeping and maintaining a clean and safe work area
	PPE requirements for personnel	Review the PPE required to work in the lab including where PPE is stored and when specific PPE is required such as safety glasses/goggles, cryogenic gloves, etc.
	Chemical Information Safety	Review reference materials on hazards, safe handling & storage of chemicals used in the lab. Include how to find and utilize Safety Data Sheets (SDS) for chemicals.



EMERGENCY RESPONSE

X	Training Goal	Guidance to Complete Training Goal
	Emergency procedures	Include evacuation procedures, emergency assembly point and what equipment should be quickly turned off before evacuating
	Location of emergency equipment including,	Includes, eyewash and safety shower, spill kits, fire extinguishers, and fire alarm pull stations. Include additional equipment as relevant.
	How to report an injury/incident	Include emergency contact info such as Stevens Police emergency number (201)-216-3911 as well as how to find the incident form in the CHP.
	How to report facility related issues (e.g., water damage, fume hood operation)	Review contact number for facility related issues including Stevens Office (201)-216-5275

LAB OPERATIONS

X	Training Goal	Guidance to Complete Training Goal
	Lab equipment and instrumentation review	Review lab specific equipment and instrumentation use including operator manual review.
	Lab Security	Review rules for propping doors, working hours and access, and access to break areas and food storage.
	Chemical and Compressed gas access and storage	Review how to obtain chemicals and gases and how to properly store and secure them.
	Engineering controls	Review use of fume hoods and other engineering controls as applicable.
	Hazardous/Biological Waste	Review procedures for collecting, disinfecting, and disposing of hazardous waste. Review procedures for disposing of biohazardous waste if applicable.



TRAINING TOPIC

Lab Member Name	Lab Member Signature	Trainer Name	Trainer Signature	Date