



Rice University Environmental Health and Safety
Laboratory-Specific Safety Training Attendance Record

Department _____ Principal Investigator _____

This document is a guide to assist you with “in laboratory training/mentoring” for all new researchers in the laboratory or training existing researchers on new hazards within the laboratory. It is recommended that this training be completed prior to the start of work in a laboratory. OSHA requires this training be completed within 30 days of new work practices. The principal investigator (or alternate) should cover the following topics with the trainee.

*Note: If rDNA, or animals are used, these topics should be included as well. If Radioactive Materials are used, the Laboratory-Specific Radiation Safety Training Checklist must also be completed.

1. Location of all protocols, procedures, and safety manuals and availability when PI or designee is not available.
2. Review of all protocols and procedures to be performed by the researcher highlighting the proper use of hazardous materials and their proper disposal.
3. Storage locations of biological agents, controlled drugs, lasers, and x-ray producing devices and the importance of securing these materials and devices after use.
4. Location(s) for the use of any, drugs, biological agents, lasers, and x-ray producing devices and the procedures for cleanup, decontamination and documentation of materials used.
5. Review of specific biological agents, chemicals, lasers, x-ray producing devices and their hazards.
6. Location of chemical storage areas and proper lab protocol for storage, segregation, and use.
7. Review of specific handling procedures for high hazard chemicals such as pyrophorics, organic peroxides, and other acute hazardous chemicals.
8. Location of all waste collection areas and review of all waste collection protocols including chemical, biological and glass waste.
9. Location of personal protective equipment including the proper use of personal protective equipment that must be worn in the laboratory.
10. Provide instruction on the proper and safe use of all laboratory equipment.
11. Locations of eyewash stations, safety showers, and spill kits.
12. Emergency procedures including contact numbers and spill response instructions.
13. Location of all life safety devices and review procedures including fire extinguishers, pull stations, and exit routes.
14. Procedures on ordering and disposal of materials used in the laboratory.

Signature of P.I. or Alternate Date

Trainee’s First Name	Trainee’s Last Name	Initial or New Hazard? List New Hazards	Date Trained	Trainer Name

