

LAB SUPERVISOR SITE-SPECIFIC TRAINING CHECKLIST

This checklist will help you cover training topics as described in The University's Hazard Communication Program and the *Laboratory Safety Manual* and supplements information provided during the EHS General Hazard Communication course. While other training may cover some of the following topics, it is your responsibility to ensure employees have a thorough understanding of the topics (use the *Laboratory Safety Manual* and the Material Safety Data Sheets of your workplace chemicals as a resource in your discussions):

CHEMICALS

- General and lab-specific procedures for safe handling and use of chemicals.
- Physical and health (acute and chronic) hazards of chemicals used in the lab.
- Where chemicals are located in the lab and the segregation scheme in use.
- Methods used to detect the presence or release of hazardous chemicals.
- Signs and symptoms associated with exposures to hazardous chemicals in the lab.
- How to respond to a chemical exposure, including first aid and emergency response.
- What OSHA Permissible Exposure Limits (PEL) are as well as other recommended exposure limits. Show where exposure limits for a particular chemical can be found. (OSHA Permissible Exposure Limits of some laboratory chemicals can be found in the *Laboratory Safety Manual* Appendices and MSDS.)
- Where MSDS can be found (lab, EHS, EHS Home Page).

PERSONAL PROTECTIVE EQUIPMENT

- How to protect yourself from chemical hazards (e.g. general and lab-specific practices, appropriate personal protective clothing).
- Where personal protective clothing and equipment (e.g. goggles, masks, and eyewashes) are located and how to use them.
- What to do with personal protective equipment after use (when and where to dispose).

SPECIAL EQUIPMENT (if applicable)

- Instructions in the use of any special equipment in the lab.

PROCEDURAL

- Where spill control equipment is located and how to clean up lab chemicals after use or after a spill.
- Emergency procedures as outlined in the *Laboratory Safety Manual*.
- Where emergency numbers are posted, where fire alarms and fire extinguishers are located, and procedures for building evacuation.
- Where Texas Hazard Communication Act Employee Notification posters are displayed (should be where employee notices are normally posted).
- Where the *Laboratory Safety Manual* is kept and an overview of its contents.
- Where OSHA Occupational Exposure to Hazardous Chemicals in Laboratories standard is kept. (A copy can be found in *Laboratory Safety Manual* Appendices.)
- Where the chemical and biological "Request for Disposal" forms and "Chemical Waste Disposal" tags are kept. Explain waste pick-up procedures for your lab.
- How to sign up for classes provided by EHS. Call (512) 471-3511 for information. Also see the EHS home page at <http://www.utexas.edu/safety/ehs>.

RADIOACTIVE MATERIAL AND LASERS

(if applicable)

- Where the radiation Logbook is and the occasions when it should be used to record information.
- Where the Radiation Safety Manual is and the information it contains.
- How to perform a radioactive materials cleanup and when to call Radiation Safety for assistance.
- When lasers are in use, which warning systems and which area controls must be in place and the proper eye protection to be worn.
- When the laser should be registered with EHS and which laser signs are required to be posted.