



## 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 pickup 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.