EMPLOYEE SPECIFIC CHEMICAL HYGIENE TRAINING FORM

Name _________________________    Department __________________

Campus Location _________________Campus Phone________________

Employee Classification ____________Supervisor ___________________

OSHA's Laboratory Standard (29CFR1910.1450) requires that each laboratory employee be made aware of the location and content of the laboratory's Chemical Hygiene Plan. By your signature below, you acknowledge that you have read and understood the contents of this plan and know its location within the laboratory.

________________________________________________________________________

Employee Signature     Date

The Laboratory Safety Standard further requires that the employee's supervisor provide training, which covers the specific topics described in the "Information and Training" section of the Chemical Hygiene Plan. This training must be provided at the time of the employee's initial assignment, on a refresher basis at least annually and upon updating procedures. Document specific employee training below:

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<th>Description of Training</th>
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Training Checklist

This checklist may be used to assist employers with the laboratory specific training requirements outlined in the Laboratory Safety Standard.

☐ Introduction to laboratory specific Chemical Hygiene Plan (CHP): Location and contents

☐ Introduction to laboratory specific Standard Operating Procedures (SOP’s)

☐ Review Chemical Inventory

☐ Review Location of MSDS’s

☐ Review emergency information: Spills, Personal Injury, Fire, Power Failure
 ☐ Fire extinguisher
 ☐ First Aid Supplies
 ☐ Evacuation Plans

☐ Basic Safety Rules
 ☐ Note rules with special importance for your laboratory.
 ☐ Identify specific areas for food consumption.
 ☐ Review procedures for working after hours.

☐ Review the Chemical Inventory for your laboratory

☐ Review the UM (OSEH) Waste Handling Procedures
 ☐ Labeling
 ☐ Packaging
 ☐ Pick-ups

☐ Review procedures for chemical procurement, distribution, and storage

☐ Review Standard Operation Procedures for use of toxic materials
 ☐ Storage (acid cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, etc.)
 ☐ Personal Protective Equipment (PPE)
 ☐ Location of procedure (mechanical ventilation required)
 ☐ Waste Disposal (aqueous, solid, biohazardous, radioactive)
Review procedures for use of compressed gas cylinders

Protective Apparel and Equipment
- Discuss when safety glasses, goggles, or face shields are required.
- Discuss any need for other protective equipment.
- Discuss selection of gloves.

Housekeeping, Maintenance, and Inspections
- Discuss materials stored or frequently present on the floor.
- Discuss maintenance items for scientific equipment.
- Discuss formal and internal inspection programs.

Environmental Monitoring
- Discuss PEL's and TLV's for chemicals in use and how to reduce employee exposure.
- Discuss building ventilation.
- Discuss use of fume hoods, biological safety cabinets or other mechanical ventilation systems.

Review SOP's for working with biologically hazardous materials
- Review Exposure Control Plan if working with human blood or other potentially infectious materials.
- Discuss Biosafety Manual if working with recombinant DNA or infectious agents.
- Review Hepatitis B Vaccination Program
- Review PPE, Housekeeping and Waste Disposal Procedures

Working with Radioisotopes
- Review radiological safety practices
- Review Dosimetry Program

Medical Program
- Discuss need for any medical surveillance (Respirator use, Potentially Hazardous Materials, Heat Stress, Noise, Animal Handler, Laser Operator, etc…)

Training Program
- Discuss Departmental Specific (if available) and OSEH training sessions

Additional Safety Session Topics
- Review recent incidents/accidents/injuries and how to prevent reoccurrence.
- Review new equipment at least annually.
- Review new procedures at least annually.
- Review results of recent inspections and how to correct problem areas.