



# Laboratory Personnel Checklist

Supervisor/PI Name: \_\_\_\_\_ New Worker Name: \_\_\_\_\_ BUA ID# \_\_\_\_\_

Complete this form and store a copy with the lab's safety training certificates. Return the original copy to the Biosafety Coordinator.

**Prior to starting laboratory work, all lab faculty, staff, students, and volunteers must complete the following training:**

### Whittier College Mandated Biosafety Training:

- CITI Program Biosafety Training Modules  completed, Date \_\_\_\_\_
- Hazardous Waste Training  completed, Date \_\_\_\_\_
- Chemical Spill Procedures Safety Training  completed, Date \_\_\_\_\_
- Chemical Fume Hood Operation & Safety Training  completed, Date \_\_\_\_\_

### Laboratory-Specific Training & Safety Orientation:

- Autoclave Operation & Safety Training  completed  N/A
- Fume hood Operation & Safety Training  completed  N/A
- Biosafety Cabinet Operation & Safety Training  completed  N/A
- Procedure and location of appropriate Personal Protective Equipment  completed  N/A
- Location of fire extinguishers and pull stations  completed  N/A
- Location of hazardous material storage  completed  N/A
- Procedure for hazardous material handling and transport  completed  N/A
- Procedure for hazardous waste labeling, registration, and accumulation  completed  N/A
- Location of hazardous spill kits  completed  N/A
- Procedure for disinfection of work areas and equipment  completed  N/A
- Location of first aid kits  completed  N/A
- Location and operation of eye wash/douse shower  completed  N/A
- Location and proper handling of chemicals  completed  N/A
- Location of the Safety Data Sheet Database  completed  N/A
- Location of Emergency Procedure Flipchart  completed  N/A
- Location of the nearest Automated External Defibrillator  completed  N/A
- Emergency evacuation procedure  completed  N/A
- Procedure for reporting injuries to the PI and Biosafety Coordinator  completed  N/A

### Project-Specific Training & Safety Orientation:

- Microscope Operation & Safety Training  completed  N/A
- Laser Confocal Microscope Operation & Safety Training  completed  N/A
- Laminar Flow Hood Operation & Safety Training  completed  N/A
- Centrifuge Operation & Safety Training  completed  N/A
- PCR machine Operation & Safety Training  completed  N/A
- Q-PCR machine Operation & Safety Training  completed  N/A
- Cell Culture Training  completed  N/A
- Animal Culture Training: \_\_\_\_\_  completed  N/A

New Lab Personnel: \_\_\_\_\_  
Signature & Date

Supervisor/PI: \_\_\_\_\_  
Signature & Date

Institutional Biosafety Officer: \_\_\_\_\_  
Signature & Date