

**Department of Clinical Sciences Laboratory Safety Training Checklist**

**Attention new employee:**

* The health and safety of employees in the workplace is of utmost importance.
* New employees need to be educated on the potential safety hazards in their working environment.
* All new staff members including regular employees, graduate students, under graduate students and volunteers must discuss safety-related issues with their supervisor, **review and sign this form within the first week of employment.**
* If a line item does not apply, mark N/A. Supervisors are to keep a copy of this completed form on file.

**Required Training – Cornell**

\_\_\_\_ (HR-200) Building a Culture of Respect at Cornell (employees)

\_\_\_\_ (EHS 2655) Cornell Health & Safety Basics

\_\_\_\_ (EHS 2555) **Laboratory Safety** or Office Worker Safety or Hazard Communication (most relevant to your job)

**Required Training – Laboratory**

\_\_\_\_ (EHS 2555) Laboratory Safety

\_\_\_\_ (EHS 2716) Chemical Waste Disposal

**Required Training – If Using**

\_\_\_\_ (EHS 2341) Formaldehyde Awareness (must refresh annually)

\_\_\_\_ (EHS 1074) Blood Borne Pathogen (HUMAN blood, blood products, cell lines) -live class (EHS 1875 refresher annually)

\_\_\_\_ (EHS 5198) Research Use of Controlled Substances (DEA Schedule II-V drugs)

\_\_\_\_ (EHS 3915) DOT Hazardous Materials Shipping/IATA General Awareness (3-year certification)

\_\_\_\_ Plus any one of 16 types of materials to be shipped, such as: EHS 3656 Dry Ice

\_\_\_\_ I have discussed with my supervisor the need for other trainings that may be required or recommended.

 Lab specific training:

\_\_\_\_ *CU* ***Lab Safety Manual*** *& Chemical Hygiene Plan* [*https://sp.ehs.cornell.edu/lab-research-safety/laboratory-safety-manual*](https://sp.ehs.cornell.edu/lab-research-safety/laboratory-safety-manual)

\_\_\_\_ *Cornell Emergency Response Guide* <https://emergency.cornell.edu/wp-content/uploads/Cornell_University_Emergency_Ops_Plan.pdf>

\_\_\_\_ I have been shown how to access my EH&S safety training records in **CU Learn.**

\_\_\_\_ I am aware **reproductive safety** evaluations are available through EH&S. (askehs@cornell.edu)

\_\_\_\_ I can find **MSDS** information, online or Chemwatch: <https://sp.ehs.cornell.edu/lab-research-safety/research-safety/msds>

\_\_\_\_ I have been trained on handling laboratory **waste**: chemical, medical, batteries and other materials as needed.

\_\_\_\_ I am aware of the NYS DOH **Needle and Syringe** policy and will follow this policy as applicable..

\_\_\_\_ I am aware **Hepatitis B and Influenza vaccinations are available through** Cornell Occupational Medicine.

\_\_\_\_ I am aware r**abies** **vaccination** (required for all clinical positions) are available through Occupational Medicine.

\_\_\_\_ I am aware a **Tuberculosis** test is required for Zoological Medicine personnel.

\_\_\_\_ I have learned of appropriate **lab attire** and where/when to wear personal protective equipment such as gloves.

\_\_\_\_ I have been shown the location and use of available **Personal Protective Equipment (PPE).**

\_\_\_\_ I am aware of the location of **spill kits** and have been familiarized in their use.

\_\_\_\_ I know the location of **eyewash** stations, emergency **showers**, and fire extinguishers and am familiar in their use.

\_\_\_\_ I have been shown the emergency **evacuation routes** from my work area.

\_\_\_\_ I know the location of emergency **phone** numbers.

\_\_\_\_ I have been shown **lab specific safety** information and have been trained on this information.

\_\_\_\_ I am **responsible** for contacting my supervisor, the department safety coordinator, or EHS for any lab safety questions or issues that may arise.

Employee (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_