

Lab Specific Safety Training Checklist

[“DLC Name”/ Logo / Lab Group]



This checklist includes suggested topics for training during initial lab specific training, and for annual refresher training. Modify it based on the hazards/procedures in your work area. When a new member has been trained, please sign this form and return to your DLC EHS Coordinator or the EHS Office (environment@mit.edu).

SECTION 1 - GENERAL SAFETY INFORMATION: REQUIRED FOR ALL

- [Roles and Responsibilities](#) for Lab Safety
- Proper Lab Attire (Shoes and clothing that fully covers legs/feet)
- [Personal Protective Equipment](#) (PPE) Policies and Locations
- Lab Cleanliness (Housekeeping, repairs, maintenance)
- No Food and Drink in Lab
- [Injury](#), Incident, and Near Miss Reporting (Who to tell when something goes wrong)
- Lab Security (Theft, Intruder, etc.)
- [Working Alone Policy](#)
- SOPs, SDSs, and Other Safety Documents
- [Trash and Recycling in the Lab](#)

SECTION 2 - EMERGENCY PREPAREDNESS INFORMATION: REQUIRED FOR ALL

- Location of Emergency Response Guide Posters/Emergency Contact Information
- Evacuation Routes and Meeting Locations (Physically point out specific locations)

For the following outline when to use, how to use, and how they work:

- | | | | |
|---|------------------------------|---|------------------------------|
| <input type="checkbox"/> Eye Wash/Safety Shower | N/A <input type="checkbox"/> | <input type="checkbox"/> First Aid Kits | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Spill Response Materials | N/A <input type="checkbox"/> | <input type="checkbox"/> Fire Extinguishers* | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Automated External Defibrillator (AED) | N/A <input type="checkbox"/> | <input type="checkbox"/> Calcium Gluconate for HF | N/A <input type="checkbox"/> |

* Only use a fire extinguisher if you have completed MIT's fire extinguisher training.

SECTION 3 - [CHEMICAL SAFETY](#): REQUIRED IF USED IN LAB OR N/A

- | | | | |
|---|------------------------------|--|------------------------------|
| <input type="checkbox"/> Chemical Hazard Overview | | <input type="checkbox"/> Personal Protective Equipment (PPE) | |
| <input type="checkbox"/> Chemical Storage and Compatibility | | <input type="checkbox"/> Chemical Inventory & SDS Availability | |
| <input type="checkbox"/> Hazardous Waste Disposal (SAAs) & Red Tags | | <input type="checkbox"/> Chemical Spill Response | |
| <input type="checkbox"/> Particularly Hazardous Substances | | <input type="checkbox"/> Proper Use of Fume Hoods | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Proper Use of Glove Boxes | N/A <input type="checkbox"/> | <input type="checkbox"/> Gas Detection Systems | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Peroxide-Forming Chemical Management | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of Hydrofluoric Acid | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Pyrophoric Chemicals | N/A <input type="checkbox"/> | | |

SECTION 4 – [BIOLOGICAL SAFETY](#): REQUIRED IF USED IN LAB OR N/A

- | | |
|--|--|
| <input type="checkbox"/> Biological Hazard Overview | <input type="checkbox"/> Personal Protective Equipment (PPE) |
| <input type="checkbox"/> Biological Waste Disposal | <input type="checkbox"/> Decontamination of Surfaces |
| <input type="checkbox"/> Biological Spill Response | <input type="checkbox"/> Use of Biological Safety Cabinets |
| N/A <input type="checkbox"/> | |

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SECTION 5 - LASER SAFETY: REQUIRED IF USED IN LAB OR N/A

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|--|--|
| <input type="checkbox"/> Types of Lasers (Power and Wavelength) | <input type="checkbox"/> Laser in Use Sign |
| <input type="checkbox"/> Location and Contents of Laser SOP | <input type="checkbox"/> Laser Eyewear |
| <input type="checkbox"/> Other Personal Protective Equipment (PPE) | |

SECTION 6 – RADIOACTIVE MATERIAL SAFETY: REQUIRED IF USED IN LAB OR N/A

- | | |
|---|--|
| <input type="checkbox"/> Isotopes in Lab | <input type="checkbox"/> Personal Protective Equipment |
| <input type="checkbox"/> Radioactive Waste Disposal | <input type="checkbox"/> Radiation Badges |
| <input type="checkbox"/> Radiation Spill Response | |

SECTION 7 – PHYSICAL HAZARDS: REQUIRED IF USED IN LAB OR CHECK N/A

- | | | | |
|--|------------------------------|---|------------------------------|
| <input type="checkbox"/> Safe Use and Storage of Gas Cylinders | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of Cryogenics | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Handling Hot Items | N/A <input type="checkbox"/> | <input type="checkbox"/> Bunsen Burner Use | |
| | N/A <input type="checkbox"/> | | |
| <input type="checkbox"/> Broken Glass Cleanup | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of Laser Cutters | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Safe Soldering Techniques | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of Shop Tools | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Electrical Safety | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of High Voltage | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Sharps Handling and Disposal | N/A <input type="checkbox"/> | <input type="checkbox"/> High Powered Magnets (≥ 5 G) | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Working at Heights | N/A <input type="checkbox"/> | <input type="checkbox"/> 3D Printer Safety | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Battery Use/Charging/Storage/Disposal | N/A <input type="checkbox"/> | <input type="checkbox"/> Radiation Sources | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Autoclave Use | N/A <input type="checkbox"/> | <input type="checkbox"/> PPE for Physical Hazards | N/A <input type="checkbox"/> |