UM | Department of Food and Human Nutritional Sciences

Lab Training Checklist for New Personnel

PI/Lab Supervisor should discuss the following statements/questions with the new lab personnel before they start work in the laboratory. When completed and all signatures have been obtained, this checklist should be submitted to fhns.humanresources@umanitoba.ca. The form will be kept on file with the department.

Name:	Date:
Phone #: Email:	Emergency contact Name: Phone #:
Principal Investigator/Official Supervisor:	Building(s) and Room #(s):
Chemical Safety Permit #:	Biosafety Permit #:
Internal Radioisotope Permit #:	X–ray Permit # and/or Laser Inventory #:
Position: ☐ Technician ☐ Research Associate ☐ Postdoctoral Fellow ☐ Visiting Scientist ☐ PhD Student ☐ Msc Student ☐ Summer Student ☐ Visiting Student ☐ Volunteer ☐ Other	

	Yes	N/A	
1.	☐	☐	PI/Supervisor has discussed the nature of the research/project being conducted in the laboratory.
2.	PI/Supervisor has discussed hazardous components of the research including reference to the following as applicable.		
	☐	☐	a. Chemical
	☐	☐	b. Biological
	☐	☐	c. Physical (including temperature, electrical, lifting/ergonomic, high/low pressure, sharps)
	☐	☐	d. Radioactive Materials
	☐	☐	e. Radiation Emitting Devices (REDs) or X-ray Equipment
	☐	☐	f. Lasers
3.	☐	☐	PI/Supervisor has identified the location of Material Safety Data Sheets (MSDS) and chemical inventories to the employee/student and demonstrated methods of access.
4.	☐	☐	Immunization requirements have been identified and offered if the employee will be working with/near vaccine-preventable human or animal pathogens or potentially infectious material. Contact EHSO (204-474-6633) if you require assistance with this risk assessment.
5.	☐	☐	PI/Supervisor has discussed the need for the employee/student to inform health care providers of the nature of the laboratory research during an accident or post-exposure medical visit.
6.	☐	☐	PI/Supervisor has reviewed the site-specific laboratory safety requirements with the employee/student, including working alone, personal lab hygiene and responsibilities for safety, site specific waste procedures, and emergency response contacts.

Adapted from UM EHSO; Jan 2024

	Yes	N/A	
7.	☐	☐	Hazard assessment, use and limitations information concerning Personal Protective Equipment (PPE) required in laboratory has been reviewed and personnel have been provided with the appropriate personal equipment required (lab coat(s), safety glasses/goggles, gloves) and shown location of shared PPE (e.g. face shields, temp resistant gloves)
8.	☐	☐	Does the employee/student need a respirator? If yes, arrange for exposure evaluation, training and fit testing through EHSO (204-474-6633).
9.	Have the following pertinent procedures for emergency response been identified to the employee/student:		
	☐	☐	a. Spills, Ventilation/fume hood failures, etc.
	☐	☐	b. Fire (Fire procedures and Fire Marshall identified?)
	☐	☐	c. Personal injury and/or medical emergency (First aid responders identified?)
	☐	☐	d. Accident/Incident reporting procedure
10.	Have all Safety and Emergency Equipment **locations and procedures** been identified to the employee/student?		
	☐	☐	a. Emergency Shower
	☐	☐	b. Emergency Eyewash
	☐	☐	c. Fire Alarm Pull Station
	☐	☐	d. Fire Extinguisher
	☐	☐	e. First aid and Spill Kits
	☐	☐	f. Emergency Contact Phone #s
	☐	☐	g. Fume Hoods
	☐	☐	h. Biological Safety Cabinets (BSCs)
	☐	☐	i. Flammable Storage Cabinets
	☐	☐	k. Others
11.	Have site-specific waste procedures and locations of the Hazardous Waste Wall Charts (Lab waste, Biowaste, Radioactive waste) been identified and explained to the employee/student:		
	☐	☐	a. Solvents?
	☐	☐	b. Acids/bases?
	☐	☐	c. Radioactive material?
	☐	☐	d. Sharps/broken glass?
	☐	☐	e. Biohazardous material?
	☐	☐	f. Animal carcasses?

	Yes	N/A	
12.	Training		
	☐	☐	PI/Supervisor has reviewed with the employee/student, the laboratory signage (WHIP - Workplace Hazard Information Placard) and entrance requirements as indicated on the placard posted by the door? Contact EHSO 204-474-6633 for information on obtaining lab signage.
	☐	☐	If radioactive material is to be handled, the employee/student has registered for Radiation Safety training? (Email radsafety@umanitoba.ca or call 204-789-3613.) If the new personnel will not be handling radioactive material in the Radioisotope Permitted lab, they have completed Basic Lab Safety Training – Radiation Safety online.
	☐	☐	If using biological agents, the employee/student has completed Generic Biosafety Training online. *Also complete page 4 for Site–Specific Biological Safety Training
	☐	☐	WHMIS Training has been completed online.
13.	Updating Permits		
	☐	☐	If new personnel is working with biological agents, they have been added to the PI's Biosafety Program Permit.
	☐	☐	Contact Radiation Safety to have new personnel added to an Internal Radioisotope Permit or X-ray Permit. Email radsafety@umanitoba.ca or call 204-789-3613.
	☐	☐	The new employee/student understands that the PI/official supervisor/EHSO can/should be contacted at any time to discuss safety concerns.

The signatures below indicate that the above material has been reviewed with this employee/student and the employee/student agrees to follow the prescribed lab and departmental safety procedures:

Employee/Student _____

WHMIS Coordinator _____

Principal Investigator/Official Supervisor* _____

*Official Supervisor is a person whose supervisory responsibilities are defined in their job description

Site-Specific Biological Safety Training If Applicable

Describe the Biological agents in use in the lab facility

Describe the pathogenic characteristics of the biological agents and the potential hazards associated with their use in the lab facility

Describe the most likely routes of transmission or hazardous exposure to the biological agents used in the lab facility

Describe the signs and symptoms of disease which may be caused by exposure or uncontrolled release of the biological agents used in the lab facility

List or describe the standard operating procedures used to prevent hazardous exposures to biological agents used in the lab facility
Who is responsible for determining whether or not the trainee is proficient in the use of the standard operating procedures above? _____
On what date was the trainee deemed to be proficient? _____

List or describe the post exposure protocols used in the event of hazardous exposures to biological agents used in the lab facility

Have workers been trained on the relevant physical design and operation of the lab facility?	
Yes ☐ by	Date:

Have workers been trained on the use of relevant primary containment devices (biological safety cabinets, centrifuges and other pieces of equipment which are used to prevent the spread of potentially infectious aerosols)?	
Yes ☐ by	Date:

List or describe the spill response or emergency response procedures used in the event of an uncontrolled release of the biological agents used in the lab facility