

Princeton University Lab Safety Orientation Checklist

Researcher Name: _____

Principal Investigator _____ Lab Location _____

Status: Faculty Staff Post-Doc Princeton Undergraduate Princeton Graduate Student
 Visiting Student Visiting Researcher High School Student

Researcher added to SHIELD (<http://shield.princeton.edu>) Date: _____

Supervisor/Trainer Name: _____ Date: _____

The person providing instruction should initial and date each item when the topic is covered. Items that do not apply to the lab or the researcher should be marked "NA."

Initials & Date	<i>Emergencies</i>
	Review of Emergency Response Guidelines for Laboratory Workers, including reporting procedures for medical, fire or safety emergencies
	Basic building alarms, response to alarms
	Emergency Action Plan including: exits, evacuation routes and designated meeting locations
	Location of emergency equipment such as eyewash stations, fire extinguishers, fire pull stations, safety showers,
	Reporting requirements for laboratory incidents and accidents, especially relating to personal injury
	Location and use of spill kits for materials handled in the laboratory
<i>General Lab Safety</i>	
	Process for raising and addressing health and safety concerns in the lab
	Lab security requirements (e.g., locked doors, access policies, etc.)
	Location of stored personal protective equipment (PPE: gloves, glasses, lab coat)
	Hazards and proper use of compressed gases and cryogenic material, including moving cylinders, how to secure cylinders, procedures for attaching and removing regulators, etc.
<i>Chemical Safety</i>	
	Location and access instructions for a copy of the laboratory chemical inventory, Chemical Hygiene Plan, and other safety information
Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Biological Safety</i>
	Approved use of sharps when working with infectious agents
	Review tasks that should be conducted in a biological safety cabinet
	Procedures, including reporting requirements, for follow-up after an exposure to a biohazard, including human-derived materials and recombinant and synthetic nucleic acid molecules
Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Radiation Safety</i>
	Awareness of radiological hazards, signs and symbols specific to the lab
	Radiation Safety Officer name and phone number
	Protocol-specific training needed to perform the lab's radioisotope procedures
Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Laser Safety</i>
	Awareness of laser hazards, signs and symbols specific to the lab
	Type of hazards for specific lasers in use; e.g., eye, skin, thermal, photochemical, etc.
	Laser Safety Officer name and phone number
	Review of protective eyewear specific to the laser hazard(s)
	Procedure to properly align lasers

Lab Safety Orientation Checklist

Equipment

List equipment found in your lab that requires orientation and proof of proficiency.

- Include equipment that if used improperly may pose a hazard to the user or others in the lab, damage the equipment and/or lab environment.
- Include equipment unique to the lab and standard laboratory equipment, such as: chemical fume hoods, biosafety cabinets, cryostats, centrifuges, autoclaves, ovens, UV equipment, x-ray equipment.

Equipment	Initials/Date Orientation	Initial/Date Proven Proficiency	Comments on working alone, supervision and/or PI approval

Operating Procedures and Higher Hazard Materials

List the processes or specific chemical or materials that may present an elevated risk of serious injury or property damage. Review the precautions, safeguards and procedures associated with these materials or processes. Examples include, but are not limited to:

- Highly toxic metals, such as arsenic, lead, barium, etc.
 - Hydrofluoric acid
- OSHA-defined particularly hazardous substances¹
 - Nanomaterials
- Pyrophoric, explosive and water-reactive materials
 - DEA controlled substances

Procedure/Material If appropriate please reference Standard Operating Procedures that have been used in the orientation process.	Initials/Date Orientation	Initial/Date Proven Proficiency	Comments on working alone, supervision and/or PI approval

Your signature confirms that all items noted in this document have been communicated during a training session administered by the Principal Investigator or Laboratory Trainer and that you had the opportunity to ask questions.

Researcher Signature _____ Date _____

Training reviewed by: _____ Date: _____

¹ OSHA defines *particularly hazardous substances* as carcinogens, reproductive toxins and substances with a high degree of acute toxicity. For more information, see the Particularly Hazardous Substance section of the EHS website at <https://ehs.princeton.edu/laboratory-research/chemical-safety/particularly-hazardous-substances>