Lab Specific Safety Training Checklist

This checklist includes the major potential hazards that can be found within RLE lab space. Additional required trainings are listed in red. Use this as a guide for annual refresher training. **For new members please fill out and check off training topics as you complete them.** If your lab does not have a specific listed hazard, check off Not Applicable (N/A) for the entire section or the individual miscellaneous hazard. **When a new member has been trained, please sign this form and return to Todd Numan** in 36-472A (tnuman@mit.edu) or drop off in RLE headquarters mailbox (36-413). Credit for new members will be given once a completed, signed training checklist has been received.

Full Name (Print): ____________________________  KERBEROS/Email: ____________________________
Supervisor/PI: ____________________________  Date of Training: ____________________________

**SEC 1 - GENERAL LAB SAFETY INFORMATION: REQUIRED FOR ALL**

- ☐ Training Needs Assessment (Explain or assist filling out this online form)
- ☐ Lab Access -Keys/Cards/Codes (Explain group expectations and help fill out forms as needed)
- ☐ No Food and Drink in lab (Explain that this is an MIT Policy)
- ☐ Proper Lab Attire (Discuss what can be worn in the labs)
- ☐ Work Alone Policy (Discuss MIT Policy and any PI specific requirements)
- ☐ Lab Cleanliness (housekeeping, repairs, maintenance)
- ☐ Trash and Recycling in the Lab (Does your lab have any specific recycling requirements?)

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**SEC 2 - EMERGENCY PREPAREDNESS INFORMATION: REQUIRED FOR ALL (CHECK N/A IF NOT IN LAB)**

- ☐ Location of Emergency Response Guide Posters/Emergency Contact Information
- ☐ Evacuation Routes and Meeting Locations (Physically Point out specific locations)
- ☐ Location of nearest Fire Extinguishers  N/A ☐
- ☐ Location of nearest Eye Wash  N/A ☐
- ☐ Location of nearest Emergency Shower  N/A ☐
- ☐ Location of First Aid Kits  N/A ☐
- ☐ Location of Spill Response Kits  N/A ☐

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**SEC 3 - MISCELLANEOUS LAB SAFETY TRAINING: REQUIRED IF USED IN LAB OR CHECK N/A**

- ☐ Safe Use and Storage of Gas Cylinders  N/A ☐  ☐ Safe Use of Shop Tools  N/A ☐
- ☐ Safe Use of Cryogenics - Training opp. (466)  N/A ☐  ☐ General Electrical Safety - Training opp. (425)  N/A ☐
- ☐ Safe Use of HF/PPE/Training req. (130)  N/A ☐  ☐ Safe Use of High Voltage  N/A ☐
- ☐ Safe Soldering Techniques  N/A ☐  ☐ Proper Handling of Non-Bio Sharps  N/A ☐

Continue on Back
**SEC 4 - CHEMICAL USE TRAINING:** REQUIRED IF USED IN LAB OR N/A

- [ ] Chemical Hazard Overview
- [ ] Chemical Storage and Compatibility
- [ ] Chemical Inventory & SDS Availability
- [ ] Hazardous Waste Disposal (SAAs) & Red Cards
- [ ] Proper Use of Hoods
- [ ] Personal Protective Equipment (PPE)
- [ ] Trainings Required (100, 111, 501)

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**SEC 5 - LASER USE TRAINING:** REQUIRED IF USED IN LAB OR N/A

- [ ] Types of Lasers (Power and Wavelength)
- [ ] Laser In Use Sign
- [ ] Location of Laser SOP
- [ ] Laser Eyewear
- [ ] Other Personal Protective Equipment (PPE)
- [ ] Training Required (371)

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**SEC 6 - BIOLOGICAL MATERIAL USE TRAINING:** REQUIRED IF USED IN LAB OR N/A

- [ ] Biological Hazard Overview
- [ ] Specific BL Lab Hazards and Requirements
- [ ] Proper Use of Bio Cabinets
- [ ] Proper Use of Burn Box
- [ ] Personal Protective Equipment (PPE)
- [ ] Sharps Disposal
- [ ] Training Required (200, 260)
- [ ] Bio Shipping training needs-including dry ice (250, 256)

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Trainers Full Name (Print): ________________________________________

Trainers Signature: _______________________________________________

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