



# 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](mailto: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**

- |   |                              |  |                              |
|---|------------------------------|--|------------------------------|
| <input type="checkbox"/> Safe Use and Storage of Gas Cylinders          | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of Shop Tools                          | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Safe Use of Cryogenics - Training opp. (466)   | N/A <input type="checkbox"/> | <input type="checkbox"/> General Electrical Safety - Training opp. (425) | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Safe Use of HF/PPE/ <b>Training req. (130)</b> | N/A <input type="checkbox"/> | <input type="checkbox"/> Safe Use of High Voltage                        | N/A <input type="checkbox"/> |
| <input type="checkbox"/> Safe Soldering Techniques                      | N/A <input type="checkbox"/> | <input type="checkbox"/> Proper Handling of Non-Bio Sharps               | N/A <input type="checkbox"/> |

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

- |  |  |
|--|--|
| <input type="checkbox"/> Chemical Hazard Overview                    | <input type="checkbox"/> Proper Use of Hoods                       |
| <input type="checkbox"/> Chemical Storage and Compatibility          | <input type="checkbox"/> Personal Protective Equipment (PPE)       |
| <input type="checkbox"/> Chemical Inventory & SDS Availability       | <input type="checkbox"/> <b>Trainings Required (100, 111, 501)</b> |
| <input type="checkbox"/> Hazardous Waste Disposal (SAAs) & Red Cards |  |
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SEC 5 - LASER USE TRAINING: **REQUIRED IF USED IN LAB OR N/A**

- |   |  |
|---|--|
| <input type="checkbox"/> Types of Lasers (Power and Wavelength) | <input type="checkbox"/> Other Personal Protective Equipment (PPE) |
| <input type="checkbox"/> Laser In Use Sign                      | <input type="checkbox"/> <b>Training Required (371)</b>            |
| <input type="checkbox"/> Location of Laser SOP                  |  |
| <input type="checkbox"/> Laser Eyewear                          |  |
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SEC 6 - BIOLOGICAL MATERIAL USE TRAINING: **REQUIRED IF USED IN LAB OR N/A**

- |   |  |
|---|--|
| <input type="checkbox"/> Biological Hazard Overview               | <input type="checkbox"/> Personal Protective Equipment (PPE)                             |
| <input type="checkbox"/> Specific BL Lab Hazards and Requirements | <input type="checkbox"/> Sharps Disposal   |
| <input type="checkbox"/> Proper Use of Bio Cabinets               | <input type="checkbox"/> <b>Training Required (200, 260)</b>                             |
| <input type="checkbox"/> Proper Use of Burn Box                   | <input type="checkbox"/> <b>Bio Shipping training needs-including dry ice (250, 256)</b> |
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Building and room numbers that this training took place: \_\_\_\_\_

Trainers Full Name (Print): \_\_\_\_\_

Trainers Signature: \_\_\_\_\_

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