

The University of Texas at Austin

Site-Specific Hazard Communication (OH 102) Training Record

Laboratory Version

The University requires documentation that all laboratory personnel have received Site-Specific Hazard Communication (OH 102) training. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator:

EID:

Department:

This checklist is used to provide training as described in the University's Hazard Communication Program and the Laboratory Safety Manual. It is the Principal Investigator's responsibility to ensure all research laboratory personnel (employees, students, visiting researchers) are trained. This training must be provided initially and:

- Whenever the potential for exposure to hazardous materials increases
- Whenever new hazardous materials are received in the laboratory
- Whenever new information about a hazardous material is received

Additional site-specific training topics should be covered based on the hazards in your lab as appropriate. Environmental Health and Safety (EHS) recommends periodic site-specific refresher training every two years.

Personnel have reviewed the following:

General:

Y N N/A

1. Lab-specific standard operating procedures (SOPs) for the safe handling and use of hazardous materials (chemical, biological, radioactive)
2. Physical and health hazards (acute and chronic) associated with the materials
3. Signs and symptoms associated with exposures to hazardous materials in the lab
4. Methods and observational techniques to determine the presence or release of hazardous materials in the lab
5. Procedures for using safety equipment including fume hoods, biosafety cabinets, glove boxes or other equipment
6. Location of signage including safety signs, emergency instructions and the Texas Hazard-Communication Employee notification poster
7. How to maintain good housekeeping in the lab
8. Procedures for transporting hazardous materials safely across campus
9. Required online EHS safety training classes:
<http://www.utexas.edu/safety/ehs/train/requirements.html>

10. The ability for lab personnel to stop work immediately in the event of an unsafe condition

Chemicals:

Y N N/A

11. Storage location of chemicals and their proper segregation by compatibility
12. Requirements for chemical labeling on primary and secondary containers
13. Use, storage, and handling of gas cylinders and cryogenics
14. Awareness of specific chemicals in the lab that may warrant exposure monitoring and that monitoring is available by EHS

Biological:

Y N N/A

15. Lab-specific biosafety manual has been signed by personnel
16. Decontamination and disinfection procedures

Radioactive:

Y N N/A

17. If the lab is authorized for use of radioactive materials, Basic Radiological Health (OH 301) training has been taken.
18. Lab personnel are able to recognize areas of radioactive material usage

Physical:

Y N N/A

19. Location of machine guards and their use
20. Lasers: what warning systems, area controls or signage are required

Personal Protective Equipment (PPE):

Y N N/A

21. PPE requirements for personnel including selection, maintenance and use
22. How personnel can obtain PPE and how to dispose of PPE after use

Emergency Response:

Y N N/A

23. How to respond to an incident, including spills, exposures, first aid, evacuation routes, and notifying EHS
24. Location of emergency equipment including spill kits, fire-fighting equipment, alarms, emergency shut-offs, eyewashes and safety showers

Waste:

Y N N/A

25. Procedures for proper chemical/bio waste disposal including waste location and process for requesting waste disposal through EHS
26. Lab personnel are aware of the proper disposal procedures for glass and sharps

Documentation:**Y N N/A**

- 27. Procedure for accessing and using Safety Data Sheets and institutional Safety Manuals (Biosafety, Laboratory, Radiation, Waste)
- 28. Lessons learned from laboratory incidents/accidents/injuries and discussion of prevention measures. See website at:
http://www.utexas.edu/safety/ehs/lab/lessons_learned.html
- 29. Recent laboratory inspections and any corrective actions

Occupational Health:**Y N N/A**

- 30. Location and contact information for the Occupational Health Clinic for employees and University Health Services for students
- 31. Occupational Health requirements for the lab such as medical evaluation, respirator fit-testing, or vaccinations

Additional Site Specific Topics:

Describe any additional safety topics covered at the training:

Certification

In accordance with the University Hazard Communication and Laboratory Safety Program, the individuals listed below have attended an OH 102 training session covering the topics in this training checklist. Continue on next page if more space is needed.

Name**EID****Title**

I certify that the topics indicated on this training checklist were covered (as applicable) in this training session. All personnel listed have been added as lab workers in EHS Assistant.

Instructor:**EID:****Date of training:****Location of Training:**

Email forms to: ehs-labstaff@austin.utexas.edu

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Certification Continued (if more than 7 people)

In accordance with the University Hazard Communication and Laboratory Safety Program, the individuals listed below have attended an OH 102 training session covering the topics in this training checklist.

Name

EID

Title