

**Facility:**

**Location:**

## Safety Training Checklist

<b>Purpose:</b> To ensure new employees have been properly advised and trained regarding safety-related issues. <b>MUST be completed before employee performs testing.</b>				
Objective	Date completed	Employee initials	Trainer initials	Comments
Discussed use of universal precautions when working with human blood or body fluids including Bloodborne Pathogen training.				
Received appropriate immunizations as determined by individual overseeing testing.				
Discussed hazardous chemical inventory and safe use of hazardous chemicals in the laboratory. Reviewed Material Safety Data Sheets (MSDS).				
Shown where First AID Kits and AED's (if available) are located.				
Shown where Biosafety and Chemical Spill Kits (if applicable) are located.				
Reviewed procedures for obtaining supplies.				
Discussed required use of personal protective equipment (PPE).				
Provided appropriate PPE.				
Shown where fire extinguishers are located.				
Discussed ergonomics in the work place.				
Reviewed procedure on waste disposal:				
Infectious				
Non-infectious				
Hazardous chemical				
Sharps				
Reviewed emergency response procedures:				
Infectious material spill or release				
Hazardous chemical spill or release				
Fire or explosion				
Medical emergency				
Bomb threat				
Shelter In Place				
Provided instructions on Incident Reporting.				

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_