

**SAFETY TRAINING CHECKLIST**  
**UWMC/HMC Specimen Processing Services**

The Safety Training program is intended to familiarize the employee with the major and most critical of safety issues as this information may be needed at any time. The purpose of this checklist is to review each point with new employees

**ACCIDENT REPORTING**

- o Location of Emergency Phone Numbers list
- o Review written policy in **EMERGENCY FLIP CHART**
- o First Aid Kit - location and contents
- o Forms - Incident/Accident--report injury to your supervisor, see Campus Health
- o Review most common accidents - sharps
- o ergonomic injuries- reporting process

**BIOSAFETY**

- o Location and use of protective gear: lab coats, gloves, glove liners, goggles, masks, shield.
- o No eating, drinking, food, beverages in the laboratories. No applying makeup, contact lens
- o When working in the laboratories wear personal protective equipment as appropriate.
  - Location and preparation of disinfectant solution( 10% bleach solution)
  - When necessary
- o Possible sources of exposure and infection--sharps
- o Responsibility for infection control begins with you

**CHEMICAL SAFETY**

- o MSDS (Material Safety Data Sheet) - available on-line - Master book in Chemistry
- o Location of flammable and hazardous chemicals cabinets
- o Locate eye washes and showers
- o Spill control and clean-up--emergency flip chart
  - Evacuate, notify, location of spill clean up kit

**FIRE & DISASTER SAFETY**

- o Review total fire response plan(**RACE**)
  - Locate exit maps and walk through
  - Locate extinguishers (identify types), alarms
- o Review Disaster and Earthquake plans (**WORKPLACE SAFETY MANUAL**)

**RADIATION SAFETY**

- o Policy (**WORKPLACE SAFETY MANUAL** and **SPS Procedure Manual**)
- o Storage and disposal of radioactive specimens, slides, waste

**SAFETY NOTEBOOKS, INFORMATION & TRAINING**

- o **WORKPLACE SAFETY MANUAL** and **EMERGENCY FLIP CHART**
- o Safety bulletin board
  - Location and type of info. posted
- o Safety Committee and representative - function
- o Mandatory Training:
  - AIDS
  - Bloodborne Pathogens
  - Chemical Safety in the Lab
  - Fire Safety
  - Disaster Preparedness Training

- \_\_\_o Optional Training:
  - CPR
  - First Aid

**WORKSITE/PERSONAL SAFETY**

- \_\_\_o Protective equipment - location and use of Lab coats, gloves (when to use)
- \_\_\_o Hand washing -
- \_\_\_o Vaccinations - current
- \_\_\_o Closed Shoes
- \_\_\_o Smoking policy and areas
- \_\_\_o Security guards - escort when needed

**WORKSITE SAFETY**

- \_\_\_o Knows proper ways to store and dispose of:
  - \_\_\_ Sharps (empty when 2/3)
  - \_\_\_ Paper (confidential & non-confidential)
  - \_\_\_ Contaminated & Non-contaminated
- \_\_\_o Drinking Water

**UTILITY & EQUIPMENT SAFETY**

- \_\_\_o Hood Safety
- \_\_\_o Centrifuge Safety (Caps, aerosol containment, spill clean up)
- \_\_\_o Equipment Failure
  - Notify Supervisor
  - Post Notice - "do not use", problem, repair requested
  - Decontaminate to prepare for repair
- \_\_\_o Emergency Utility Shut-off

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Employee PRINT Name: \_\_\_\_\_

Supervisor or Trainer: \_\_\_\_\_ Date: \_\_\_\_\_