

**Section 5: Orientation Checklist**

*A checklist for all laboratory personnel listed in Section 1 must be filled out.*

**As part of my orientation with the laboratory operation, I have read and am familiar with the contents (and location) of:**

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| <input type="checkbox"/> The OSHA Laboratory Standard  | <input type="checkbox"/> The UTK CHP   |
| <input type="checkbox"/> The UTK <i>Laboratory Safety Manual</i>   | <input type="checkbox"/> The Laboratory-specific CHP   |
| <input type="checkbox"/> The UTK <i>Biosafety Manual</i> (if applicable)                                   | <input type="checkbox"/> SDSs for lab chemicals  |
| <input type="checkbox"/> The UTK BBP Exposure Control Plan & hepatitis B vaccination offer (if applicable) | <input type="checkbox"/> PSDSs for biological agents (if applicable)                               |
| <input type="checkbox"/> Approved protocols (biosafety, chemical safety, etc.)                             | Spill plans: <input type="checkbox"/> Chemical <input type="checkbox"/> Biological (if applicable) |

**I have been instructed on:**

- ☐ Laboratory-specific safety rules & requirements
- ☐ The chemical hazards of the laboratory & associated risks (corrosivity, flammability, reactivity, carcinogenicity, toxicity, etc.)
- ☐ Routes of chemical exposure, relevant exposure limits [PELs (OSHA), TLVs (ACGIH), etc.], & signs/symptoms of exposure
- ☐ The biological hazards of the laboratory (if applicable) & associated risks (infectious aerosol creation, biohazardous sharps, ingestion risk, etc.)
- ☐ Routes of biological hazard exposure & the signs and symptoms associated with exposures
- ☐ The physical hazards of the laboratory (heat, electrical, mechanical, pressurized vessels, etc.)

**Reviewed the laboratory’s emergency procedures, including:**

- ☐ Emergency phone numbers
- ☐ Evacuation routes
- ☐ Location and use of emergency spill kits
- ☐ Reporting accidents, incidents, exposures, and near-misses
- ☐ Procedures for uncontrolled releases
- ☐ Safety equipment failure procedures
- ☐ Laboratory exhaust failure procedure

**The location of emergency equipment:**

- ☐ Fire extinguishers
- ☐ Safety showers
- ☐ Eyewash stations
- ☐ First-aid supplies
- ☐ Spill kits

**I have been made familiar with routine operations of the laboratory, including:**

- ☐ Lab security requirements
- ☐ Hazard communication requirements
- ☐ Lab cleaning, disinfection, & maintenance procedures
- ☐ Proper use, cleaning & storage of PPE
- ☐ Chemical procurement practices
- ☐ Chemical/biological storage policies for the lab
- ☐ Hazardous waste handling procedures
- ☐ The proper use of chemical fume hoods
- ☐ The proper use of biological safety cabinets
- ☐ Hand washing requirements & procedures

**In addition, I have been made familiar with the following lab-specific health and safety features and safety resources:**

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**I have completed orientation of all the above items.**

Name

Signature

Date

PI (or QLD) Signature: