

## Lab Safety Checklist for:

(New Hire).....

*N.B. Lab Safety Training is mandatory for anyone working in a Harvard lab. You can sign up at <http://www.uos.harvard.edu/trainingv2/lab.jsp> or [http://www.uos.harvard.edu/trainingv2/course\\_schedule.jsp](http://www.uos.harvard.edu/trainingv2/course_schedule.jsp) You will need your ID and PIN to do this.*

Safety and Emergency Response Chart: Make sure it is filled out and posted by lab exit door.

EH&S Emergency Guide:

[http://www.uos.harvard.edu/opscenter/Emergency\\_Guide.pdf](http://www.uos.harvard.edu/opscenter/Emergency_Guide.pdf)

On site emergency procedure: see Safety Emergency Response Chart for phone numbers.

Or: Dial 0 or 2600 (front desk) or 9-911

Chemical Spills: Spill kits located on third floor store room (where chemical storage rooms are); for hard to handle spills see onsite safety officer Diane Schaak, or call EH&S for assistance: 617-495-5560.

[http://www.uos.harvard.edu/ehs/ih/lp\\_chemical\\_safety\\_chp.shtml](http://www.uos.harvard.edu/ehs/ih/lp_chemical_safety_chp.shtml)

For fire suppression system(s) using halon: Follow instructions posted by halon control station on wall by lab exit door.

Fire alarm procedure: proceed outside through entrance by guard station and await further instructions.

First Aid Supplies & Locations: Stations located on each floor. For **emergency dial 9-911 or contact front desk by dialing 0.**

AED located near mailboxes on ground floor.

Safety eye goggles and glasses (and any other Personal Protective Equipment - PPE) available from Michael Burns and/or Diane Schaak and should be worn routinely.

Eye Washes – By sink; Run every week for 1 minute to keep clean of microbes and particulate matter.

Showers: know where the nearest one is located in case needed quickly in an emergency.

“No food/drink” signs posted on refrigerator.

Chemical Storage protocols: Label date received on all chemicals; store in appropriate cabinets; store hazardous chemicals (i.e. acids, bases, organics) in secondary containers (recommended but not mandated).

Chemical Waste protocols: label with hazardous waste tags; must be stored in secondary containers. Okay to store in same cabinets as other chemicals as long as the waste container is in its own secondary container. **Disposal:** Bring waste chemicals, properly labeled, to loading dock and place in chemical storage cabinets (Joe Fitzgerald has key for these cabinets. If Joe not present, see Diane Schaak)

MSDS data sheets handling: file recommended, but not mandated; there are files of MSDS sheets available in the library, if necessary.

<http://www.uos.harvard.edu/ehs/msds/>

Peroxide forming chemical handling: i.e. ethers, THF. LABEL DATE RECEIVED!	<input type="checkbox"/>
Recommended: dispose of 6 months after opening, or dispose of after 1 year if unopened.	
Good site for list of peroxide forming chemicals: <a href="https://louisville.edu/dehs/waste/peroxide%20forming%20chemicals.pdf">https://louisville.edu/dehs/waste/peroxide%20forming%20chemicals.pdf</a>	
Strong acid handling: HCl, HNO <sub>3</sub> , H <sub>2</sub> SO <sub>4</sub> , HBr, HI and HClO <sub>4</sub>	<input type="checkbox"/>
Recommended: There is an acid storage cabinet for these acids when not in use in the upstairs Chemical Storage room closest to Jim Foley's lab.	
HF acid handling: Calcium gluconate antidote cream available for anyone using HF. See Diane Schaak if you need some.	<input type="checkbox"/>
Sharps handling: Seal box, label and bring to 5 <sup>th</sup> floor disposal area in autoclave room.	<input type="checkbox"/>
Broken Glass Box handling: (for non-hazardous waste) Seal box, label and dispose of in normal trash.	<input type="checkbox"/>
Biological Hazards handling: Use appropriate disposal bags, autoclave if necessary, box. Boxes are available in 5 <sup>th</sup> floor disposal area in autoclave room.	<input type="checkbox"/>
Hood Operation: Keep fan off when not in use; make sure sash is at labeled optimal height when in use.	<input type="checkbox"/>
Location of accident report form and filing process.	<input type="checkbox"/>
<b>Date:</b>	
<b>Signed:</b> _____	
<b>PI/Safety Officer</b>	<b>New Hire</b>

### Ongoing Lab Safety Review

Document any additional training or written SOPs for research procedures, tasks or independent research projects that introduce new hazards or safety requirements (e.g., engineering controls or PPE) after the initial safety training review noted on the previous page:

**Training/SOP name**

*e.g Hydrofluoric acid/hydrogen fluoride use SOP*

**Date Added**

6/30/2011