

## 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:

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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:  
<https://ehs.utexas.edu/training/lab-training-requirements.php>

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:  
<https://ehs.utexas.edu/training/lab-training-requirements.php>
- 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:**

**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**