Annual Laboratory Safety Orientation

All individuals engaged in laboratory prepping, teaching, or research must attend an annual safety orientation conducted by the Lab Coordinator, Principal Investigator, or other qualified personnel, in their assigned lab(s), per UAA Policies and Procedures and the Controlled Space Access Plan.

This safety orientation covers general laboratory hazards, policies, procedures, and the Chemical Hygiene Plan and appendices as applicable to the specific lab(s) occupied. Also discussed are equipment, activities, and other hazards specific to various labs. After reviewing the hazards specific to the lab, training requirements are determined.

Print Name: ________________________________ UAA ID#: __________________
Print Trainer Name: __________________________
Print Supervisor Name: _______________________

Safety topics required by all laboratory personnel are marked with ALL

Supervisors: Review and check all areas that apply. Have each applicant read the required policies, locate the safety equipment associated with the lab, and receive instruction on how to use the equipment in the lab.

Applicants: For each item checked by your supervisor, read the policies, locate the safety equipment, and demonstrate proper use of the equipment. When completed, initial on the line after each item.

Administrative policies are located online at EHSRMS Policies and Programs.
Lab Specific Policies are located online at EHSRMS&EM.

UAA Administrative Policies (policy numbers included)

ALL #2 Hazard Communication Program ☐
ALL #3 Laboratory Safety Standards/ Manual ☐
ALL #4 Supervisor and Employee Responsibilities ☐
ALL #5 Emergency Evacuations ☐
ALL #7 Fire and Evacuation Safety ☐
☐ #9 Respiratory Protection ☐
☐ #10 First Aid ☐
☐ #11 Hearing Protection ☐

UAA Lab Specific Policies

ALL Chemical Hygiene Plan (CHP) ☐
☐ Dry Ice/ Cryogen Policy ☐
ALL Hazardous Waste Policy – CHP Appendix 3 ☐
ALL Controlled Space Access Plan ☐
☐ Radioactive Waste Policy – CHP Appendix 2 ☐

☐ #16 Use of Chemical Carcinogens ☐
☐ #17 Bloodborne Pathogens ☐
☐ #18 Hazardous Materials Management ☐
☐ #22 Disposal of Medical and Infectious Waste ☐
ALL #29 Personal Protective Equipment ☐
☐ #35 Controlled Substances Use in Research ☐
☐ #37 Tool Safety ☐

☐ Research Lab Policy – CHP Appendix 1 ☐
☐ Research/ Laboratory SOP – CHP Appendix 4 ☐
☐ Service Animals in Labs ☐
Location of General Emergency Information/ Equipment

- ALL Emergency Assembly Area
- ALL Emergency Contact List
- ALL Evacuation Map/Routes
- ALL Fire Blanket
- ALL Fire Extinguisher
- ALL Fire Pull
- ALL First Aid Kit
- ALL Phone
- ALL Reporting an Emergency Poster

UAA General Emergency Procedures

- ALL Accident/ Incident Reporting (Origami)
- ALL Building Lock-down procedure
- ALL Evacuation procedure
- ALL Room Equipment Safety/Maintenance

Safety Equipment and Personal Protective Equipment: Location and Use

- ☐ Biohazard Disposal
- ☐ Biosafety Cabinets
- ☐ Eye Protection
- ☐ Eyewash Stations
- ☐ Fume Hoods
- ☐ Gas Shut-off Valves
- ☐ Glass Disposal Box
- ☐ Gloves
- ☐ Safety Shower
- ☐ SDS Binder
- ☐ SDS online access
- ☐ Sharps Disposal Box
- ☐ Spill Kits
- ☐ Towel/Sweatshirt/pants

Applicant: I acknowledge reading, understanding, and agree to abide by the above noted policies and procedures and all other pertinent UAA policy and procedures.

Signature: ________________________________ Date: _________________

Trainer: By signing this document, I have made clear to the applicant that they will abide by all pertinent UAA policy and procedures.

Trainer Signature: __________________________ Date: _________________

Supervisor Signature: __________________________ Date: _________________
(only if different from trainer)