

PROCEDURE: This form must be completed for all individuals working in laboratories (i.e., employees, students, visiting scientists, and volunteers engaged in research). The safety training record is to be updated on an ongoing basis as new training is provided. Training activities may be delegated to a qualified individual; however, the director is ultimately responsible and must ensure that this record is updated. **This training record may only apply to a specific location and additional training may be required for new labs and equipment.** The form must be filed in the lab Safety Binder and be accessible.

Name:	Position:
ID:	Start Date:
Email:	Director Name:

SAFETY TRAINING

Director (or designate): I have specified the required training by checking the appropriate boxes below:

Training	Director Initials/Date	Lab Personnel Initials/Date Completed
Animal Care		
Confined Space		
CPR/AED		
Facility Orientation		
First Aid		
Freight Elevator Handler		
JHSC Certification		
Ladder Safety- Working at Heights		
Laser Safety		
Transportation of Dangerous Goods		
Radiation Safety		
Respiratory Protection		
Mental Health First Aid		

EQUIPMENT TRAINING

Both the director and lab personnel are to initial and date upon completion of training on each piece of indicated equipment.

Equipment	Director Initials/Date	Lab Personnel Initials/Date Completed
Autoclave		
Centrifuge		
Compressed Gas		
Electrophoresis		
Fume Hood		
Laminar Flow Hood		
Liquid Nitrogen Handling		
Microscope		
Microtome		
Nanodrop		
Phytotron Growth Chamber		
Shaker		