Lab Specific Safety Training Checklist

DATE OF TRAINING: _________________________________

This checklist includes many of the major potential hazards that can be found within AeroAstro lab space. Additional required trainings are listed in red. Use this as a guide for annual refresher training. **For new members please fill out and check off training topics as you complete them.** If your lab does not have a specific listed hazard, check off Not Applicable (N/A) for the entire section or the individual hazards. **When a new member has been trained, please sign this form and return to Marie Gentile (gentilem@mit.edu) or drop off with Anthony Zolnik (33-208b).** Credit for new members will be given once a completed, signed training checklist has been received.

Full Name (Print): ___________________________________  KERBEROS/Email: ___________________________________

Supervisor/PI: __________________________  MIT ID#: __________________________

**SEC 1 - GENERAL LAB SAFETY INFORMATION: REQUIRED FOR ALL**

☐ Training Needs Identification Checklist (Explain or assist filling out this online form)

☐ Lab Access -Keys/Cards/Codes (Explain group expectations and help fill out forms as needed)

☐ No Food and Drink in lab (Explain that this is an MIT Policy)

☐ Proper Lab Attire (Discuss what can be worn in the labs)

☐ Work Alone Policy (Discuss MIT Policy and any PI specific requirements)

☐ Lab Cleanliness (housekeeping, repairs, maintenance)

☐ Trash and Recycling in the Lab (Does your lab have any specific recycling requirements?)

**SEC 2 - EMERGENCY PREPAREDNESS INFORMATION: REQUIRED FOR ALL (CHECK N/A IF NOT IN LAB)**

☐ Location of Emergency Response Guide Posters/Emergency Contact Information

☐ Evacuation Routes and Meeting Locations (Physically point out specific locations)

☐ Location of nearest Fire Extinguishers  N/A  ☐

☐ Location of nearest AED  N/A  ☐

☐ Location of nearest Eye Wash  N/A  ☐

☐ Location of nearest Emergency Shower  N/A  ☐

☐ Location of First Aid Kits  N/A  ☐

☐ Location of Spill Response Kits  N/A  ☐

**SEC 3 - MISCELLANEOUS LAB SAFETY TRAINING: REQUIRED IF USED IN LAB OR CHECK N/A**

☐ Safe Use and Storage of Gas Cylinders  N/A  ☐

☐ Safe Use of Cryogenics - Training opp. (466)  N/A  ☐

☐ Safe Use of Laser Cutters  N/A  ☐

☐ Safe Soldering Techniques  N/A  ☐

☐ Safe Use of Shop Tools  N/A  ☐

☐ General Electrical Safety - Training opp. (425)  N/A  ☐

☐ Safe Use of High Voltage  N/A  ☐

☐ Proper Handling of Sharps  N/A  ☐

Continue on Back
SEC 4 - CHEMICAL USE TRAINING: REQUIRED IF USED IN LAB OR N/A □
☐ Chemical Hazard Overview
☐ Chemical Storage and Compatibility
☐ Chemical Inventory & SDS Availability
☐ Hazardous Waste Disposal (SAAs) & Red Cards
☐ Safe Use of Hydrofluoric Acid Training req. (130)
☐ Proper Use of Hoods
☐ Personal Protective Equipment (PPE)
☐ Respirator Use
☐ Gas Detection Systems
☐ Trainings Required (100, 111, 501)

SEC 5 - LASER USE TRAINING: REQUIRED IF USED IN LAB OR N/A □
☐ Types of Lasers (Power and Wavelength)
☐ Laser In Use Sign
☐ Location of Laser SOP
☐ Laser Eyewear
☐ Other Personal Protective Equipment (PPE)
☐ Training Required (371)

SEC 6 – PHYSICAL HAZARDS SAFETY TRAINING: REQUIRED IF USED IN LAB OR CHECK N/A
(Review EHS and Group SOPs/SOGs detailing safety considerations)
☐ Autonomous Vehicles N/A □
☐ UAS’s / Drones N/A □
☐ Collaborative Robotics N/A □
☐ Working at Heights N/A □
☐ 3D Printer Safety N/A □
☐ Battery Use/Charging/Storage/Disposal N/A □
☐ Radiation Sources N/A □
☐ Other Personal Protective Equipment (PPE) N/A □
☐ Any additional Training Required N/A □

Building and room numbers that this training took place: ____________________________

Trainers Full Name (Print): __________________________________________

Trainers Signature: _______________________________________

Please return to Marie Gentile in 36-472A (gentilem@mit.edu) or Anthony Zolnik (33-208b).

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