



Lab-Specific Training

Each lab at the University has unique procedures, processes, and hazards. Because of this, all employees must receive training specific to the hazards in their individual laboratories, provided by experts in their areas.

Before anyone starts work in a laboratory at the University (including employees, students, visiting researchers, etc.), they must complete online basic safety modules, provided by Health, Safety, and Risk Management (HSRM), and receive laboratory-specific training provided by the principal investigator (PI) or their designee. Lab-specific training is separate from the trainings that HSRM provides online or in person.

Training Responsibilities

The principal investigator (PI) of each space has the responsibility to ensure that all of their personnel, including students, staff, graduate students, and visiting researchers receive training on the hazards in their laboratory. The PI may designate others to provide the training, as long as that person is knowledgeable about the topic, how the procedure is performed at that location, and has been trained on the hazards themselves.

Training must be provided to new staff members before they start to work in the laboratory. Additionally, to all members as an annual refresher training, when new procedures are created, or when a new chemical or process is introduced. The lab-specific training is the first introduction for new members to how your group approaches safe practices and various protocols. Be sure the individuals providing training are good representatives for your group and the safety culture you want to promote.

Recordkeeping Requirements

Laboratories are required to maintain annually updated records showing lab-specific training has been provided to all their lab members. These records should be kept for a minimum of five years. Labs are not required to keep records of the online courses required by HSRM, but must verify that they have been completed.

Training records must include:

- ◆ The name of the person trained
- ◆ Who provided the training
- ◆ Date of the training
- ◆ Training topics covered

Training records need to be accessible to everyone in the lab and can be kept in a variety of formats:

- ◆ Binder with handwritten records
- ◆ Electronic records (Excel sheet, Google document, etc.)

Our website has [a printable template for logging training](#).

Required Topics

Each lab must address the hazards specific to their work. All hazards that are applicable to your research should be addressed, including chemical, physical, radiation, or biological hazards. A non-inclusive list of potential topics is below. By definition, lab-specific training should be provided in person at the location where the procedure will be performed.

General	Chemicals	Biological	Radiation	Other
<ul style="list-style-type: none">• Lab Standard Operating Procedures (SOPs)• Emergency response equipment, procedures, etc.• Documentation training records, lab safety plan, etc.	<ul style="list-style-type: none">• Storage location and requirements• Chemical labeling• Proper waste disposal - labeling, storage, etc.• PPE requirements• Handling of gas cylinders and cryogenics• Location of Safety Data Sheets (SDSs)	<ul style="list-style-type: none">• Bloodborne Pathogens trainings• Proper waste disposal• Spill clean-up plans• PPE requirements	<ul style="list-style-type: none">• General requirements• Food and beverage prohibition• Personnel monitoring• Record keeping• Requirement for radiation training from HSRM	<ul style="list-style-type: none">• Procedures unique to your lab• Field Safety• Animal handling• Ergonomics• Working alone or after hours

If you have any questions about training or documentation requirements, contact your Department Safety Officer, your HSRM Research Safety Professional, or call the HSRM main office at (612) 626-6002.