



Chemistry/Biochemistry LAB STANDARD

On-the-Job Training Checklist

Please ensure that you complete all of the following with your Lab Supervisor as part of your on-the-job training before you start work in the lab. This following checklist is written for the Lab Supervisor to review with the employee:

- ☐ Educate each employee on the lab's Standard Operating Procedures (SOPs), what they are used for, where they are, and how to read them.
- ☐ Inform the employee about the categories of physical and health hazards and the specific hazards associated with the materials that may be encountered at work (i.e., flammability, corrosives, sensitizers, carcinogens, irritants, compressed gases, acutely toxic agents, chronically toxic agents, etc.).
- ☐ Train the employee on appropriate measures to take for protection from chemical hazards (use of engineering controls, i.e. paint booths, exhaust hoods, etc., specific work practices, emergency procedures, use of personal protection equipment, etc.).
- ☐ Review proper procedures in the event of a chemical contact injury, chemical spill, or fire.
- ☐ Show the employee where to find the Chemistry/Biochemistry Hygiene Plan.
- ☐ Locate and provide adequate time for the employee to review the chemical inventory.
- ☐ Explain how to locate and interpret Safety Data Sheets (SDS) and give the employee adequate time to review one or more SDS for a chemical used or encountered in the workplace.
- ☐ Review the container labeling policy.
- ☐ Discuss non-routine task hazards.
- ☐ Answer any of the employee's additional questions concerning chemical hazards in the workplace.

Student's Full Name

Student's BYU ID

Student's Net ID

Supervisor's Name (Printed)

Supervisor's Signature

Date

Please send this filled out form to the Business Office email at **cbo@chem.byu.edu**. You can do this by taking a picture and emailing it, or scanning it and emailing it. This will be filed with the employees personal file on record. Please also remember to return back to Y-Train to finish Part III in the training module.



If you have any questions about this checklist or the Lab Standard, please contact the Chemistry/Biochemistry Safety Consultant at amatthew@chem.byu.edu or 801-422-3487