

Appendix B: Laboratory Minor Training Checklist

Lab Safety Training Documentation

Sponsoring Faculty: _____

Direct Supervisor: _____

Lab Location (building/room): _____

Name of Group Event OR Mentoring Student: _____

| General Lab Safety Practices | Supervisor Initials |
|--|---------------------|
| Laboratory doors must remain closed to maintain security and ventilation controls. Doors must remain locked when the lab is unoccupied. | |
| Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption is not permitted in the laboratory. | |
| Work benches must be maintained as organized and clutter-free as practical. | |
| Animals and plants not associated with work being performed are not permitted in the laboratory. | |
| Lab personnel must wear appropriate attire, to include closed-toed shoes and clothing to minimize exposed skin. Long hair should be tied back. | |
| Additional PPE (gloves, safety glasses, etc.) must be worn as required by the lab supervisor. | |
| Mouth pipetting is prohibited; mechanical pipetting devices must be used. | |
| Sharps are disposed of in an approved sharps container. | |
| Hazardous liquid and solid wastes will be collected following WCU's laboratory waste management guidelines. | |
| Minors working in the laboratory will not be left alone or be granted unsupervised access to the building and laboratory. | |
| All incidents or unsafe work practices must be reported to the laboratory supervisor. | |
| Chemical or biological spills must be reported to the laboratory supervisor. If safe to do so, the supervisor will clean up the spill following safe cleanup procedures. | |
| Minors must be familiar with the emergency procedures for the laboratory. They must know the location of safety equipment such as first aid, safety eyewash/shower, chemical/biological spill kit, emergency exit and meeting location, and emergency contact information. | |

I certify that I have reviewed the general laboratory safety practices listed above with the minor student(s) under my supervision.

Direct Supervisor: _____ Date: _____

This completed form will be maintained by the department and available during laboratory audits.