WCU WEST CHESTER UNIVERSITY

Environmental Health and Safety

Laboratory Specific Training Template

Chemical Hygiene Plan

Principal Investigators (PIs) are responsible for ensuring that all personnel who will work in their lab are trained on the hazardous materials, equipment, and processes present in their laboratory, how to protect themselves from those hazards, and how to respond to emergencies. This template is intended to be a guide and should be customized based to the specific lab.

Identification and Control of Hazards

1. Discuss the types of hazards present in the lab and where they are found:

	Chemical		Ultraviolet light
	Biological		Electrical/high voltage
	Acutely toxic material(s) Enter text.		Vacuum/pressure
	Ionizing radiation		High temperature
	Compressed gases		Other Enter text.
	Lasers		Other Enter text.
	Electromagnetic field		Other Enter text.

2. Identify and review the location of engineering controls and demonstrate proper use and, when appropriate, ensure proficiency of user:

	Chemical fume hood		Storage cabinets
	Biological safety cabinet		Shielding
	Glove box		Other Enter text.
	Gas cabinet		Other Enter text.

3. Identify and review the required personal protective equipment, when it is required and where it is located:

Protective Clothing		Eye and Face Protection	
	Appropriate lab attire		Safety glasses
	Lab coat		Splash goggles
Gloves			Face Shield
	Disposable nitrile	Respirators (Contact EHS for requirements)	
	Specific (chemical resistant, autoclave, cryogen)		Filtering face piece (N95, P95, etc.)
Other			Powered air purifying respirator (PAPR)
	Enter text.		Half or full-face cartridge respirator

4. Identify the location of resources:

	Safety data sheets (paper or online location)		Equipment manuals
	Standard operating procedures		Other Enter text.

5. Review laboratory safety rules and procedures:

	Policy for working alone
	Requirements for prior approval for new hazardous materials or experimental procedures
	How to report safety concerns

	Other Enter text.
	Other Enter text.

Emergency Procedures and Incident Reporting

1. Identify the location and discuss the usage of the following:

	Emergency eyewash and shower		First aid kit
	Fire alarm pull station		Primary and secondary route of egress
	Fire extinguisher		Other Enter text.
	Spill kit		Other Enter text.

2. Review how to respond to emergencies:

	Injury/illness/exposure		Unexpected utility loss
	Fire (in hood, in lab, in building)		Unexpected building closure
	Spill (chemical, biological, radiological)		Other Enter text.

3. Review how to report an emergency: Enter text.
4. Review how to report an incident/accident: Enter text.

Hazardous Waste

Identify the types of waste generated in the lab, where and how waste is accumulated, procedures for adding waste, and how to request waste pick-ups.

	Chemical waste (liquid and solid)		Empty chemical bottles
	Biological waste		Radioactive waste
	Sharps and broken glass		Animal carcasses
	Lab glassware/plasticware waste		Other Enter text.

Other

Identify any other training needs:

Verification of Training

Sign and date to verify training was completed:

Employee/Student Signature	Date	PI/Lab Manager Signature	Date