

## ***KGI Laboratory Visitors Training***

This document is intended to provide general guidance on the training of individual guest who may be doing laboratory work during their visit to KGI.

Lab Specific Safety Training: KGI guest or visitors who will work in a Laboratory at KGI from 1 to 5 working days must be trained by the hosting lab manager or PI on lab specific safety, prior to doing any lab work complete the following steps in this document, and return the form to Director of Research Operations (DRO) Barbara Erwin.

Additional Safety Training: If the visit is greater than 5 working days then in addition to the lab-specific training reported on this form, more formal training given by the DRO, Barbara Erwin is required.

Advance Notice: Advance notice of visits should be reported to the DRO, Barbara Erwin and lab personnel, whenever possible. All visitors must be accompanied by a University host such as a lab manager, technician, or PI. Active research students may also act as hosts.

Training Specifics: The lab manager or PI must provide training and information on the specific laboratory work area. This is to be provided at the time of a visitor's initial assignment/visit into the laboratory. At minimum the training will include safely working with carcinogenic, toxic, and hazardous materials. This general use SOP only addresses safety issues specific to individual labs. In some instances, several general use SOPs may be applicable for a specific protocol (i.e. core equipment use area). Training must be documented and should at minimum cover the following topics:

- Standard Operating Procedure (SOP) explained including any physical and health hazards, such as the use of any known carcinogens, toxins, or hazardous reagents.
- Measures visitors can take to protect themselves, including specific procedures, appropriate work practices, and emergency procedures, (eyewash station, fire extinguishers, and showers)
- The details, contents and location of the Chemical Hygiene Plan.
- Location and availability of reference materials on chemical hazards, handling, storage and disposal of chemicals found in the lab (including Material Safety Data Sheets).
- Emergency response procedures explained (chemical or biological spill response, etc).
- The host PI or lab personnel must provide the visitor with personnel protective equipment (PPE) as required by *OSHA 29 CFR 1910.132* which requires employers to ensure that PPE be "provided, used and maintained in a sanitary and reliable condition wherever it is necessary" to prevent injury. This includes protection of any part of the body from hazards through absorption, inhalation or physical contact. Visitors who are required to wear (PPE) shall be trained in the following: (PPE: footwear, eyeglasses, goggles, gloves, lab coats, respirators, chemical and biological hood operation, or mask etc.)
  - Which PPE is necessary
  - When PPE is necessary
  - How to properly adjust and wear their PPE
  - The limitations of the PPE
  - The proper care, decontamination and maintenance of PPE
  - The proper disposal of the PPE

## Documentation of Training

This form must be completed and saved as a record of training provided to the laboratory visitor by the KGI host PI, lab manager, or personnel working in the lab. Training is required by KGI's Director of Research Operations prior to the visitor's initial entry into research procedures.

Principal Investigator or authorized lab personnel: \_\_\_\_\_

Lab Name and Number: \_\_\_\_\_ Building \_\_\_\_\_ Phone: \_\_\_\_\_

Training provided by: \_\_\_\_\_ Date of Training: \_\_\_\_\_

Specific procedure and chemical/biologicals covered by the training:

\_\_\_\_\_  
\_\_\_\_\_

### Topics covered by training: (Please check)

Hazard Assessment Review

PPE selection

Standard Operating Procedure Review

PPE use

Chemical Hygiene Plan Review

Fume Hood Operation review

Safety procedure or process review

Biological Safety Cabinet operation review

Lab specific Chemical hazard safety review

Other exhaust systems review

MSDS review (including exposure limits)

Other requirements please list details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This training was provided by: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Visitor Name Printed	Visitor Signature	Date Training was completed:	Expected Time in Lab: From _____ to _____