**IMS HEALTH & SAFETY TRAINING FORM**

**(For all laboratory users, whether staff or student)**

**Name: Date started in lab:**

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| All sections should be discussed with referral to the safety manual | Training delivered & competence demonstrated – Supervisor's signature & date | Training received/  understood  Trainee’s signature |
| ***Familiarity with IMS Health & Safety Manual***  *Does the individual know****:***   * Where to find, in the lab and on the web, the IMS Safety Manual * Who to contact with H&S issues and the name of their lab safety adviser * How to report an accident or near miss * What to do in event of fire |  |  |
| ***Have they attended the University safety courses*** |  |  |
| ***Personal & protective equipment***  *Does the individual have:*   * Their own lab coat (and know laundry arrangements) * Their own safety glasses (and know when they should be used) * Gloves available – preferably nitrile (and know when and how to use) * Goggles and face masks available (and know when and how to use) * Ear protection available when needed (and know when and how to use) |  |  |
| ***Risk Assessment***  *Does the individual know:*   * Where to find in the lab the risk assessment forms and that they need to sign those that describe the procedures they perform * How to write new risk assessment forms which include precautions, actions in case of accident and spillage and disposal procedures |  |  |
| *First Aiders* Does the individual know the name and location of First Aiders + first aid boxes |  |  |
| *Does the individual know the rules for out of hours/lone working* |  |  |
| *Biological safety* Is the individual familiar with the description of relevant Hazard groups,  explanation of containment levels and requirements and use of cabinets |  |  |
| *Chemical Safety*  For the chemicals they use is the individual familiar with:   * Chemical hazard symbols * MSDSs * Their methods of correct storage * How to correctly label solutions * Which are highly flammable * Which are poisonous and/or carcinogens * What are the correct chemical spillage and disposal procedures   Does the individual know how to use a fume hood |  |  |
| *Genetic modification* Does the individual know that work must not commence until the Genetic modification safety committee approves the project and that specific rules governing GM work are adhered to  Is the individual familiar with the procedures of the project as approved by the GM safety committee |  |  |
| *Radioisotope use*  Has the individual completed a radiation safety course  Is the individual familiar with the extensive rules necessary for use of radioactivity (refer to specific rules) |  |  |
| *Waste Disposal* Is the individual familiar with the general procedures of waste disposal  Is the individual familiar with the types of waste disposal bags and containers e.g. general-black; lab waste-orange; biological-clear autoclavable; human tissue-yellow; radioactive-blue, green, purple; Sharps, cytotoxic bins; glass; solvent/liquid waste. |  |  |
| *Good Laboratory Practices* Is the individual familiar with good laboratory practices as described in the safety manual  Is the individual aware that they should keep work areas clean and uncluttered and clean up when finished. |  |  |
| *Is the individual aware of the rules for* *access to heights* |  |  |
| *Is the individual aware of how to report building defects* |  |  |
| *Is the individual aware that their use of computer workstations needs to be assessed* |  |  |
| *Is the individual aware of how to safely use electrical equipment* |  |  |
| *Is the individual aware of how to safely handle large, awkward or potentially hazardous items* |  |  |

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| Procedures for specific hazards - A selection of hazards common to most labs (refer to the safety manual for a comprehensive list) | Training delivered & competence demonstrated – Supervisor's signature & date | Training received/  understood  Trainee’s signature |
| Autoclaves - authorised users only |  |  |
| Centrifuges e.g. need to balance load symmetrically, place lids on buckets |  |  |
| Compressed gasses and cryogenics e.g. storage; transport, use of  Regulators, hazards |  |  |
| Glassware usage and washing |  |  |
| Microwave ovens e.g. no screw top bottles, awareness of superheating of liquids |  |  |
| Fridges, Freezers and cold room e.g. no storage of HFLs, proper use of electrical equipment, correct storage of samples |  |  |
| UV lamps e.g. eye protection, correct disposal of mercury bulbs |  |  |

**LAB-SPECIFIC TRAINING RECORD**

Techniques and equipment to be included will depend on the individual project and each group will be expected to devise their own list.

* Training in techniques and equipment will be by supervisor or designated person.
* Training should not occur until a method is about to be used.
* Direct supervision should continue until supervisor/designate is satisfied as to competency.

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| Techniques | Training delivered & competence demonstrated – Supervisor's signature & date | Training received/  understood  Trainee’s signature |
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***Forms should be kept centrally within the lab; copies may be retained by the trainee.***