

Laboratory Safety Training Checklist

Onboarding & Training

EMPLOYEE NAME	LABORATORY	START DATE ___ / ___ / ____	TRAINER / SUPERVISOR
---------------	------------	--------------------------------	----------------------

CHEMICAL SAFETY

- | | |
|---|--|
| <input type="checkbox"/> SDS / safety data sheets — how to read | <input type="checkbox"/> Handling corrosives, flammables, toxics |
| <input type="checkbox"/> Chemical labelling — GHS pictograms | <input type="checkbox"/> Dilution and mixing procedures |
| <input type="checkbox"/> Chemical storage — incompatibilities | <input type="checkbox"/> Never pipette by mouth |

PPE & ENGINEERING CONTROLS

- | | |
|---|--|
| <input type="checkbox"/> Lab coat — when and how to wear | <input type="checkbox"/> Fume hood operation — sash height |
| <input type="checkbox"/> Safety glasses / goggles — selection by task | <input type="checkbox"/> Biological safety cabinet use (if applicable) |
| <input type="checkbox"/> Glove selection by chemical type | <input type="checkbox"/> When to use respiratory protection |

WASTE & HOUSEKEEPING

- | | |
|---|--|
| <input type="checkbox"/> Chemical waste segregation by type | <input type="checkbox"/> Biological waste (autoclave / chemical) |
| <input type="checkbox"/> Waste container labelling | <input type="checkbox"/> Clean bench / workspace after use |
| <input type="checkbox"/> Sharps disposal procedure | <input type="checkbox"/> No food or drink in lab |

EMERGENCY RESPONSE

- | | |
|---|--|
| <input type="checkbox"/> Emergency shower and eyewash locations | <input type="checkbox"/> Fire extinguisher types and locations |
| <input type="checkbox"/> How to use shower / eyewash (15 min flush) | <input type="checkbox"/> Evacuation route and assembly point |
| <input type="checkbox"/> Chemical spill response procedure | <input type="checkbox"/> Incident and near-miss reporting |
| <input type="checkbox"/> Spill kit location and contents | <input type="checkbox"/> Emergency contact numbers |

SIGN-OFF

 All topics covered and understood Yes Needs follow-up

 Lab-specific hazards briefed

Employee signature _____

Trainer signature _____

Notes

Go digital with Miratag

 Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com
This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.


Scan to view