

New Lab Personnel

This guide is for Principal Investigators and Lab Safety Coordinators to use as a tool to onboard and orient new laboratory personnel, with the mutual goal of leading our new personnel on the path to safe research at Boston University. Please consult your Department Safety Advisor for assistance if needed.
638-8830 (BUMC EHS) | 353-4094 (CRC EHS)

TRAINEE

New Lab Member First Name **New Lab Member Last Name** **PI Name** **Lab Safety Coordinator**

Date of Hire

ADMINISTRATIVE ITEMS

ROHP Enrollment: Enroll in the Research Occupational Health Program (ROHP) - Have your new personnel fill out the appropriate ROHP forms (work with ROHP and EHS in advance to know which forms are applicable)

RIMS Enrollment: First, please add your new personnel to the "Identify your personnel" section of your lab's profile in RIMS. Second, your new personnel need to create a RIMS Training Profile to track their research-related training.

Research Compliance Overview: Orient new personnel to the [Research Support website](#) and ensure it is bookmarked on computer.

User Certification Forms: Add new personnel information to User Certification Forms in Lab Safety Log Books

Notes

Add to Lab Protocols (Amendments) as applicable

IBC **IACUC** **Radiation Protection** **Controlled Substances**

Other

RESEARCH COMPLIANCE & EHS TRAINING

Lab Safety Training for Researchers: All new personnel working in and around laboratories must attend this course in person the first time.

ORC Training Website: Familiarize new personnel with this site and help them register for other required ORC classes based on the type of work your lab does (Shipping, Radiation, etc)

Notes

LABORATORY SPECIFIC TRAININGS

Discuss both applicable scientific and safety-related topics that are university-wide and those that are specific to your laboratory, your building and your research.

Part 1: Laboratory Safety Center Orientation

Ensure your new personnel understand and know where to find Boston University laboratory policies and procedures information in the lab, along with other information available in the Lab Safety Center.

Plans and Logbooks: Familiarize personnel with the location, purpose, and details of applicable BU Policies, such as the Chemical Hygiene Plan, Bio-safety Manual, Exposure Control Plan, Lab Safety Log Books, Research Protocols, etc.

MSDS: Provide laboratory-specific Material Safety Data Sheets (MSDS) location and overview

Spill Containment Kit: Identify location, review contents, and discuss use of spill containment kit.

Part 2: Lab-Specific Processes, Hazards, and Equipment Orientation

Mentorship and training by PI or designee should follow this overview.

Lab Practices: Discuss lab-specific techniques, practices, and procedures expected by Principal Investigator or designee, and as required by approved protocols, and how proficiencies are determined

Engineering Controls: Identify locations and use of engineering controls such as chemical fume hoods and biosafety cabinets and when to use them

Waste Management: Discuss Chemical/Biological/Radiological Hazardous Waste Management, including Satellite Accumulation Area and associated supplies

High Hazard Areas: Identify designated areas for procedures such as chemicals, radiation, biological, or laser use

PPE: Demonstrate use of specialty equipment or personal protective equipment (PPE) needed for procedures (ensure personnel have been medically cleared by ROHP & fit-tested by EHS)

Life Safety: Identify locations, use, and maintenance of Emergency Equipment- Eye Wash/Safety Shower, Fire Extinguisher, Flip Charts, Exits and Egress Routes

Other items: Address additional items identified by your laboratory safety coordinator or PI

Notes