

Virginia Tech Chemistry Department Safety Training Requirements

Before beginning work or teaching duties, any person working in a Chemistry Department laboratory must complete the following four steps:

1. EHS Training

Complete the required Virginia Tech Environmental Health and Safety (EHS) training courses as entered by your supervisor or research advisor in the EHS Safety Management System (SMS).¹ Register for training courses at:

<http://www.ehss.vt.edu/train.php>.

2. University Chemical Hygiene Plan (CHP)

Read the “Chemical Hygiene Plan Online” at:

http://www.ehss.vt.edu/programs/HCM_program_online.php.

3. Laboratory-Specific Chemical Hygiene Plan (Lab CHP)

Read the Laboratory-Specific Documentation for your research group.²

4. Signature Form

Check the boxes on a copy of the attached Training Documentation form as you complete each task. After you and your supervisor sign the form, place it in your group’s Chemical Hygiene Plan (Lab CHP).³

Notes

- A laboratory worker is anyone who works in a teaching or research laboratory where chemical, physical, biological, or other hazards are present. If you are not a laboratory worker, check the “Not a lab worker” box on the Training Documentation form and deliver the signed form to the Chemistry Department Office (Dav 480).
- Short-term visitors who merely observe an activity need not take safety training. Visitors must follow all laboratory safety procedures, including wearing appropriate clothing and personal protective equipment (PPE).
- Many EHS safety courses expire after 2 – 4 years. It is the lab worker’s responsibility to stay current on required training and to obtain specialized training before beginning new tasks that use X-rays, lasers, biohazards, etc.
- You may view your safety training status in the SMS or by clicking on [View Training Profile](http://www.ehss.vt.edu/training/) at *<http://www.ehss.vt.edu/training/>*.

¹ New teaching assistants should complete the [General Laboratory Safety](#) online course under the [Chemical Safety](#) heading.

² New teaching assistants should read the “Lab-Specific CHP (Hahn Hall North)” document posted at: *<http://www.chem.vt.edu/general.php?page=safety>*.

³ New teaching assistants may return the form to Joli Huynh. Brian Tissue will sign as supervisor.

Training Documentation

I have received information and training on the subject of chemical hygiene, including the following:

I have read the University Chemical Hygiene Plan for Virginia Tech, and for my laboratory (formerly known as Parts A and B).

I have been given the opportunity to read the OSHA Lab Standard, 29 CFR 1910.1450.

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106

I have been instructed on how to locate important reference materials, such as those containing hazard information about chemicals, Permissible Exposure Limits (PEL), and chemical hygiene practices.

I know where to locate the SDS files for chemicals in this laboratory.

I am (check one):

A new employee Beginning a new task Not a lab worker

Reviewing the revised edition of the CHP

Required Reading (check each section that you have read):

General Requirements (Laboratory Requirements: University CHP)

- | | |
|---|--|
| <input type="checkbox"/> Responsibilities | <input type="checkbox"/> Special Chemical Hazards |
| <input type="checkbox"/> Training | <input type="checkbox"/> Eye Wash Stations |
| <input type="checkbox"/> Prudent Laboratory Practices | <input type="checkbox"/> Fume Hoods |
| <input type="checkbox"/> Food and Drink | <input type="checkbox"/> Fire Extinguishers |
| <input type="checkbox"/> Working Alone | <input type="checkbox"/> Emergency Response |
| <input type="checkbox"/> Laboratory Chemical Storage | <input type="checkbox"/> Safety Inspections |
| <input type="checkbox"/> Controlled Substances / List Chemicals | <input type="checkbox"/> Chemical Storage & Management |
| <input type="checkbox"/> Laboratory Waste Storage | |

Laboratory Documentation (Lab CHP)

All sections

I certify that I have been provided a copy of the Chemical Hygiene Plan and that I have read the above sections of the University CHP and all of my Lab's CHP.

Print Name: _____

PID (email): _____

Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____