

New Employee Laboratory Health & Safety TO-DO List

This checklist is designed to assist new Columbia University staff working in a laboratory or laboratory support area by navigating the first several weeks of employment. If you have any questions or concerns on the below checklist, please contact the office of environmental health & safety at labsafety@columbia.edu.

Complete Today

- ☐ Return to lab and review the LATCH (Laboratory Assistant Tool & Chemical Hygiene Plan). In doing so please identify the location of all emergency response equipment and materials.
 - Emergency shower/Eyewash stations
 - Fire extinguisher
 - Fire blanket
 - Spill kit(s)
 - Safety Data Sheets
- ☐ Become familiar with the location of emergency exits and pull stations.
- ☐ Add Public Safety and EH&S telephone numbers to work and /or personal cell phone (see emergency page).
- ☐ Review EH&S welcome package and visit the “New to Columbia” webpage.
<http://www.ehs.columbia.edu/LabNewPIWelcome.html>
<http://www.ehs.columbia.edu/LaboratorySafety.html>

Complete Tomorrow

- ☐ Discuss with PI, lab manager or department administrator what training(s) is required based on your job description and assigned tasks. Please note, at a minimum, lab safety training is required for all employees who work in a Columbia University laboratory and laboratory support area.
- ☐ Check if qualified to receive a FDNY Certificate of Fitness (COF): www.ehs.columbia.edu/cof.html. Please visit www.ehs.columbia.edu/SafetyTrainingSchedules.html for exam locations and times.

Complete Weeks 1 & 2

- ☐ Attend a Laboratory Safety training live session. Attend other required hazard-specific training sessions. One can attend these trainings at the CUMC or MS campuses. Take other required hazard-specific training via rascal, the University's online training platform, where applicable.
- ☐ If qualified for a FDNY COF, prepare required materials, read over exam study guide provided on COF website (link above), and sit for the exam at the location specified on the training schedules website (link above).
- ☐ Receive appropriate pre-employment medical surveillance. Instructions will be provided to you by PI, supervisor/ manager or department administrator.

Complete Weeks 3 & 4

- ☐ Ensure that that all required safety trainings are completed. Please note that new employees may only perform laboratory tasks under the direct supervision of the PI, Lab Manager or senior lab staff member until all required trainings are complete.
- ☐ Become familiar with your laboratory Standard Operating Procedures (SOPs).
- ☐ Become familiar with Columbia University waste management policies and procedures relevant to the waste generated in your laboratory.



Columbia University

Environmental Health & Safety

Please review the below training checklist with your PI, lab manager, and/or department administrator.

- Use rascal for online trainings: www.rascal.columbia.edu.
- For more information on training requirements: <http://ehs.columbia.edu/WhatTrainingDoINeed.html>.
- For training schedules: <http://ehs.columbia.edu/SafetyTrainingSchedules.html>.

Training	Required	Recommended	Not Required
Laboratory Safety, Chemical Hygiene, Hazardous Waste	X		
Certificate of Fitness			
Biological Safety/Bloodborne Pathogen			
Formaldehyde/Xylene			
Radiation Safety			
Hydrofluoric Acid (HF)			
Laser Safety			
DEA Controlled Substances			
Viral Vector Research			
Recombinant DNA			
Chemical Storage and Segregation 101		X	
Pyrophoric Materials			
Cyanide Safety			
Cryogenics Storage, Handling and Use (G-97)			
Workshop Safety			