



VSCEB Safety Training Checklist

This form must be completed prior to the assignment of workspace keys, if applicable.

Employee/Worker Information

Employee/Worker Name: _____ WSU ID Number: _____
Employee/Worker Email: _____ Position/Job Assignment: _____
Supervisor Name: _____

1. VSCEB Hazard Orientation

- ☐ Safety Orientation Checklist (SPPM 2.16) completed by PI/supervisor
- ☐ Attended general VSCEB safety orientation presentation

2. Supervised In-Person, Hands-on Training

Check items reviewed with PI/supervisor:

- ☐ Reviewed and signed Chemical Hygiene Plan (CHP)
 - ☐ N/A: No chemical hazards in this job
- ☐ Reviewed and signed Biosafety Manual (BSM)
 - ☐ N/A: No biological hazards in this job
- ☐ Safety equipment relevant to work environment (e.g. fire extinguisher, first aid kit, eye wash, PPE, etc.)
- ☐ Emergency contact information, evacuation maps, standard operating procedures (SOPs), hazard assessments, and other safety documentation
- ☐ Lab/workplace specific hazards
- ☐ Operational training for uncommon or unique instrumentation
 - ☐ N/A: Only routine equipment present or not assigned at this time

3. Online Training (department verification)

- ☐ General VSCEB-required safety courses verified Dept Initials: _____
- ☐ Laboratory safety courses verified (except computational only) Dept Initials: _____

I have completed all items as checked

Employee/Worker Signature: _____ Signature Date: _____

I have verified all items as checked

Supervisor Signature: _____ Signature Date: _____