The University requires safety training for laboratory employees to insure that they are adequately informed about physical and health hazards present within the laboratory and methods for minimizing the risks of exposure. “Laboratory employees” include faculty, staff, and employed students who work in a laboratory setting. For this document the term “laboratory employees” applies as well to graduate and post-doctoral fellows and visiting scientists who work in laboratories. Required training is determined by job duties of the laboratory employee and the specific hazards within the lab.

Required Training for all Laboratory Employees:

Hazard Communication (General): (1 hour—course #OH 101) This course describes the hazards of working around chemicals. Required for all lab employees working with or around hazardous chemicals. **Course offered by the Safety Office.**

Laboratory Safety: (1.5 hours—course #OH 201) The course explains general lab safety including practices to minimize chemical or biological exposures and the risk of spills. Required for all lab employees working with hazardous chemicals or biological materials. **Course offered by the Safety Office.**

Fire Extinguisher Use: (1 hour—course #OH 205) This hands-on training familiarizes participants with the general principles of portable fire extinguisher use. Required for all lab employees. **Course offered by the Safety Office.**

Hazard Communication (Site-Specific—course #OH 102): Taught by the laboratory's Principal Investigator or Lab Supervisor. The training must be documented using the standardized Lab Site-Specific HazCom training record with checklist covering training topics that is available from the Safety Office. Required for all lab employees working with or around hazardous chemicals.

Safety Office Course Offerings: To assist lab departments with maintaining training requirements, the Office of Environmental Health and Safety offers the additional courses identified below.

Chemical Waste Management: (2 hours—course #OH 202) This course explains regulated wastes in the laboratory setting and provides simple, less expensive methods for handling wastes. **Required for:** one (and at least one of every eight) lab employee per lab group.

Bloodborne Pathogens: (1 hour—course #OH 208) This course explains the hazards of working in labs where human blood or tissues are used. **Required for:** all employees working in labs with human blood or tissues.

Biological Safety: (1 hour—course #OH 207) This course explains the hazards of working with infectious agents in a lab setting. **Required for:** all lab employees working with biological hazards, i.e. infectious agents including non-exempt e. coli.

Basic Radiological Health: (1 hour—course #OH 301) This course describes hazards of using radiation and appropriate safe lab practices. **Required for:** all users of radioactive materials and radiation producing machines.

Responsibilities of PI/Lab Supervisors: PIs/lab supervisors are required to insure all their employees receive proper training, and to provide Site-Specific Hazard Communication training to “laboratory employees” and students in individual instruction courses. PIs/lab supervisors are responsible for ensuring that all training is properly documented and that individuals working in their labs do not engage in activities for which they have not been trained.

Safety Office Course Schedules and Enrollment: Schedules for courses provided by the Safety Office are on the homepage (http://www.utexas.edu/business/oehs/). Lab employees can enroll in courses on-line. Information on how to enroll in a course is listed under Services Provided. Individuals without access to the Internet can call the Safety Office at 471-3511 for course enrollment information.


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