Your Checklist: Start on the Road to Safety

Use the following list of action items to ensure that you meet all the regulatory and recommended training to work in an ISU laboratory.

☐ **Start** at [www.ehs.iastate.edu](http://www.ehs.iastate.edu)

☐ **Go to** [Laboratory Safety](#) – the one-stop shop for laboratory resources and safety information.
  - o Select Lab Safety Orientation from the left Topics menu.
  - o Use this check list as a guideline

☐ **Go to** [Learning Center Login](#)
  - o **Create a profile by August 26:**
    - You must have a profile account to take online training
    - Your profile gives you access to your Training History and certificates
  - o Highlights of the online Learning Center:
    - Provides access to all EH&S training
    - Access to Training Needs Assessment (TNA)
    - Maintains history of all courses taken
  - o For Supervisors Only: View training history of supervised staff
    - Contact Ruth Book, Training Coordinator, to add this feature.
    - rebook@iastate.edu or 294-5359

☐ **Stop** at [My Training Needs](#) and take a **Needs Assessment Survey**
  - o The results provide you with a list of specific required and recommended safety courses.
  - o Print a copy of the results and give to your supervisor.

☐ **Complete** these online courses BEFORE working in your laboratory.
  - o **Laboratory Safety: Fundamental Concepts**
  - o **Management of Unwanted Materials for Lab Personnel**
  - o **Radiation Safety for Non-Radiation Workers in a Radiation Laboratory**
  - o **Fire Safety and Extinguisher Training – if you did not receive this training** during Lab Safety Orientation in August.
  - o And other required courses identified on your **Training Needs Assessment Results List**

☐ **Complete** the [Hazard Inventory form](#).

☐ **Visit** [Safety Matters Newsletter](#) for important safety information and lessons learned.

☐ **Attend** [Lab Safety Summits](#) for current laboratory information and networking.