

<b>Johns Hopkins Safety Manual</b>	<i>Guidance Document</i>	<b>HSE G05</b>
<i>Subject:</i> GUIDANCE FOR BASIC SAFETY TRAINING FOR ALL STAFF AND STUDENTS WHO ARE TO WORK IN LABORATORIES	<i>Review Date</i>	09/01/09
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## **Rationale**

The Johns Hopkins Institutions is committed to provide a safe environment for staff and students to perform the necessary laboratory procedures for completion of their research or education. A basic part of providing this environment is to ensure that everyone in the laboratory has completed a basic laboratory safety course.

## **RESPONSIBILITIES**

Departmental Chairs/ Principle Investigator/ Supervisor	<p>Require that each staff member and student complete the “Basic Laboratory Safety Course” as developed by Heath Safety and Environment (HSE) prior to initiating work in the laboratory.</p> <p>Provide lab specific training in safe practices for the procedures in use in their specific laboratory.</p> <p>Provide HSE documentation of all laboratory specific training that was provided</p>
HSE	<p>Develop a “Basic Laboratory Safety Course” that will present information on safe work practices for that laboratory that is generic to all laboratory settings.</p> <p>Review the course material periodically to ensure that the information remains current.</p> <p>Present the “Basic Laboratory Safety Course” in a variety of settings and locations in order to facilitate participation.</p> <p>Maintain documentation of all training provided.</p>
Provost	<p>Support efforts by HSE to provide the “Basic Laboratory Safety Course” and other safety courses deemed appropriate by HSE</p>
Laboratory Staff/ Students	<p>Complete the “Basic Laboratory Safety Course” and any other safety training deemed appropriate by HSE for the work they are performing</p>

## **REVIEW CYCLE**

Annual