



Laboratory Safety Induction Checklist

Induction & Competency Record • Meridian Life Sciences Institute

Doc. No. EHS-INR-014
Revision 6 • Page 1 of 1

TRAINEE NAME

Priya Kapoor

EMPLOYEE / STUDENT ID

MLS-30417

DATE OF INDUCTION

22 July 2026

POSITION

PhD Candidate, Year 3

LAB / ROOM

Synapse Neurobiology Lab, D-214

INDUCTION TYPE

☒ New starter ☐ Visitor

DEPARTMENT

Cell & Molecular Biology

DIRECT SUPERVISOR

Dr. Owen Whitfield

☐ Contractor ☐ Annual refresher

Required Personal Protective Equipment – confirmed available and correctly fitted before lab access



Lab coat, buttoned



Safety glasses



Nitrile gloves



Closed-toe footwear



Respirator (fume hood tasks)

A. General Orientation

- ☒ Emergency exits and outdoor assembly point identified
- ☒ Fire extinguisher and fire blanket locations shown
- ☒ Eyewash station and safety shower demonstrated
- ☒ SDS binder / online SDS portal access explained
- ☒ Emergency gas and power shut-off points identified

B. Hazard Communication

- ☒ GHS pictogram and label system reviewed
- ☒ Door hazard signage (chemical, biological, radiation) explained
- ☒ Incompatible-chemical segregated storage rules reviewed
- ☒ Biosafety Level 2 practices reviewed (if applicable)

C. Personal Protective Equipment

- ☒ Correct PPE for assigned bench tasks confirmed
- ☒ PPE storage, laundering and disposal procedure explained
- ☒ Prescription safety eyewear requirement discussed

D. Emergency Procedures

- ☒ Chemical spill response procedure demonstrated
- ☒ Fire alarm response and evacuation route walked
- ☒ Sharps / needlestick injury protocol reviewed
- ☒ Chemical splash and eye-exposure first-aid steps reviewed
- ☒ Building emergency assembly point confirmed

E. Waste Management

- ☒ Segregation of chemical, biohazard and sharps waste explained
- ☒ Waste labeling and full-container pickup procedure reviewed

F. Equipment-Specific Training

- ☒ Fume hood / biosafety cabinet operation demonstrated
- ☒ Autoclave operation and required PPE reviewed
- ☒ Centrifuge safe-loading and balancing procedure reviewed
- ☒ Compressed gas cylinder handling and securing reviewed



Emergency Contact Panel

Lab Safety Officer

Building Emergency / Security

Campus Health & First Aid

Chemical Exposure Hotline

External emergency services

Dr. Nadia Reyes

Front Desk, Bldg. D

Meridian Health Suite

EHS On-Call

Fire / Ambulance / Police

ext. 4471

ext. 2222

ext. 3100

ext. 5555

dial 9 – 911

I confirm that I have received and understood the safety induction described above, that I was given the opportunity to ask questions, and that I agree to comply with all laboratory safety policies of Meridian Life Sciences Institute. I understand that non-compliance may result in suspension of lab access.

Trainee signature

Supervisor signature

Lab Safety Officer signature

Priya Kapoor

Date: 22 Jul 2026

Owen Whitfield

Date: 22 Jul 2026

Nadia Reyes

Date: 22 Jul 2026