Laboratory New Employee Checklist

Name		Section	

Subject / Task	Date Completed	Initials
Policy / Procedure Review		
Laboratory Administrative Policies and Procedures		
Laboratory Policy on Ethics and Conduct		
Laboratory Policy for an Alcohol and Drug Free Workplace		
Laboratory Policy on the Use of Social Media		
ASCLD/LAB Guiding Principles (in Cornerstone)		
Safety		
Laboratory Safety Procedures review		

Section safety orientation, to include the following as applicable:
• Emergencies – evacuation, shelter in place, bomb threats, active shooters
• Location of safety equipment – eyewashes, showers, 1st aid kits, fire extinguishers, AED
• Personal protective equipment
   ○ How to acquire
   ○ Hearing conservation
   ○ N95 use
• Section-specific chemical hygiene
• SDS location
• Lead exposure training
• Safe handling of firearms		

Bloodborne Pathogens training (in Cornerstone)		
Fire extinguisher training (in Cornerstone)		
Hepatitis B Declaration Form (if applicable)		
Building		
Badge / Keys		
DNA sample for employee database		
Administrative (For Personnel File):		
Emergency contact information, current address, contact numbers, allergies		
NC Driver's License		
Copy of degree(s), transcript(s), and/or certification(s)		
Personnel Tasks to be Completed:		
Complete DOJ Supervisor Checklist for New Employees		