



Safety and Risk Management

Laboratory Safety Training

1. **Purpose:** This document describes the contents of the on-line laboratory safety training available in Blackboard, the audience and frequency for each of the courses available, and how to access the training. Blackboard training opportunities are generalized laboratory safety training and are intended to supplement, **not replace**, task-specific training for individual laboratories.
2. **Scope / Applicability:** Laboratory safety training is required for all laboratory staff. Everyone working in a laboratory must, at a minimum, complete the course and assessment in the folder titled “General Laboratory Core Module”. Additional content areas are assigned by the Principal Investigator (PI), Chemical Hygiene Officer (CHO) or responsible lab manager/supervisor based upon risks identified in the completed Laboratory Hazard Assessment Form.
3. **Laboratory Safety Training Contents and Access Instructions**

a. Contents

| Content | Audience | Frequency |
|---|---|--|
| General Laboratory Core Module | Any employee working in a laboratory | Once |
| Chemical Hygiene Officer Training | Employee designated as the lab’s CHO | Once |
| Physical Hazards Training Module | Employees working in labs if assigned by PI or CHO | Once <i>or</i> again when new physical hazards are introduced or lab protocols /procedures are changed <i>or</i> when an accident / incident indicates the need for retraining |
| Carcinogen Training | Employees working in labs if assigned by PI or CHO | Once <i>or</i> again when new carcinogen hazards are introduced or lab protocols /procedures are changed <i>or</i> when an accident / incident indicates the need for retraining |
| Fieldwork Training | Employees performing research tasks outside the confines of a physical building | Once |
| Animal Biosafety Training | Employees whose lab protocols involve the use of animals | Once <i>or</i> again when new or changed protocols impact how animals are used <i>or</i> when an accident / incident indicates the need for retraining |
| Biosafety Training | | |
| 1. Biosafety Training CDC/NIH Module | 1. Employees whose lab protocols involve the use of biohazardous agents | 1. Once <i>or</i> again when new biohazardous agents are introduced or when lab protocols/procedures are changed <i>or</i> when an accident/incident indicates the need for retraining |
| 2. Bloodborne Pathogens Training Module | 2. Employees who are covered by an Exposure Control Plan based upon the completed Laboratory Hazard Assessment Form | 2. Annually: may be accomplished by repeating the online training or by completion of training on the lab-specific Exposure Control Plan |



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| Autoclave Training | Employees working in labs who use autoclave devices for decontamination purposes | Once <i>or</i> again when new equipment or decontamination procedures are introduced or changed <i>or</i> when an accident/incident indicates the need for retraining |
|--------------------|--|---|

- b. Access: All of the online general laboratory safety training is housed in the Chemical Safety Catalog in the Blackboard application.

| Table B1 | | Accessing the Chemical Safety Catalog in Blackboard | |
|--|--|---|--|
| 1. | Go to www.vcu.edu | | |
| 2. | Access Blackboard May be accessed from many places on on the VCU Home Page <ol style="list-style-type: none"> 1. myVCU 2. Faculty and staff dropdown menu (<i>select Blackboard</i>) 3. Search Field (<i>type Blackboard</i>) | | |
| 3. | Log In to Blackboard with your VCU eID and password. (Use the following link for more information about VCU eIDs: http://www.ts.vcu.edu/askit/email/eid/ .) | | |
| 4. | Once logged-in, Select the Organizations tab | | |
| 5. | <i>(This new page will appear.)</i> Type Chemical Safety in the Organization Search field and Select Go | | |
| <i>(This new page will appear.)</i> | | | |
| 6. | Scroll down to the “Chemical Safety” row (first line in blue) and Wait for the drop down arrow to appear | | |
| 7. | Once the drop down arrow appears in the Chemical Safety row and the dialogue box appears, Select “Enroll” | | |
| <i>(This new page will appear.)</i> | | | |
| 8. | Select “Submit” to proceed. | | |
| <i>(A confirmation page will appear indicating successful enrollment.)</i> | | Action Successful:Success: Enrollment in Chemical Safety (Chemcial_Safety) as (YOUR NAME) processed. | |
| 9. | Select “OK” to continue to the courses in the Chemical Safety Catalog. | | |



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| Table B2 | | Completing Courses in the Chemical Safety Catalog | |
|--|---|---|--|
| After you have selected OK (step 9, table B1) you will be on the main page of the Chemical Safety Catalog. | | | |
| | | | |
| This icon provides general information. | | | |
| This icon includes this document (the one you're now reading). | | | |
| This icon houses all of the available content and corresponding quizzes. | | | |
| 1. | Select "Training Modules" | | |
| (A new page will appear illustrating the 8 content folders.) | | | |
| 2. | Select the folder housing the content (course) you need to complete. <i>The following instructions are for the General Laboratory Core Module but each of the other folders works similarly.</i> | | |
| (This new page will appear.) | | | |
| 3. | Select the training document – indicated by the symbol that looks like a page. <i>The presentation will download as a Microsoft PowerPoint Show (ext ppsx). Depending upon the size of the selected file, it may take a few minutes to open in your default browser.</i> Review the content. Write down the Password provided on the last page (slide). <i>You will need this password to take the corresponding test.</i> Exit the Microsoft PowerPoint Show. <i>If desired, leave it open for use as a reference to take the quiz.</i> | | |
| 4. | Select the quiz – indicated by the symbol that looks like a pencil with a red X and green <input checked="" type="checkbox"/> . | | |
| (This new page will appear.) | | | |
| 5. | Select Begin. | | |



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|-------------------------------------|---|--|------|-----------------------------|--------|-----------------|------|------------------|---------|---------------|-----------|---------------|--------|-----------|---------------|-----------------------|--------------|------------|
| <p>(This new page will appear.)</p> | <p>Enter Password: Core Module Quiz</p> <p>ENTER PASSWORD: CORE MODULE QUIZ</p> <p>Enter the Password to take the test.</p> <p>Password <input type="text"/></p> <p>Click Submit to proceed. Click Cancel to go back.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p> | | | | | | | | | | | | | | | | | |
| <p>6.</p> | <p>Enter the Password in the blank field and Select Submit.</p> | | | | | | | | | | | | | | | | | |
| <p>(This new page will appear.)</p> | <p>Preview Test: Core Module Quiz</p> <p>Description</p> <p>Instructions</p> <p>Multiple Attempts This test allows multiple attempts.</p> <p>Force Completion This test can be saved and resumed later.</p> <p>QUESTION 1 10 points <input type="button" value="Save Answer"/></p> | | | | | | | | | | | | | | | | | |
| <p>7.</p> | <p>Respond to each of the 10 questions.</p> <p>You may save your responses in several ways</p> <ol style="list-style-type: none"> Individually by selecting the Save Answer icon in the question row More than one at a time by selecting the Save All Answers icon All at once by selecting the Save and Submit icon <p>NOTE: Saved responses are not "graded". When you are ready to have your quiz graded, the Save and Submit icon must be selected.</p> | <p><input type="button" value="Save Answer"/></p> <p><input type="button" value="Save All Answers"/></p> <p><input type="button" value="Save and Submit"/></p> | | | | | | | | | | | | | | | | |
| <p>8.</p> | <p>Select the Save and Submit icon when you are ready to have your quiz graded.</p> | | | | | | | | | | | | | | | | | |
| <p>(This new page will appear.)</p> | <p>The page at https://blackboard.vcu.edu says:</p> <p>Test submission confirmation: Click Cancel to return to the test. Click OK to submit assessment.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> | | | | | | | | | | | | | | | | | |
| <p>9.</p> | <p>Select OK.</p> | | | | | | | | | | | | | | | | | |
| <p>(This new page will appear.)</p> | <p>Test Submitted: Core Module Quiz</p> <p>Test saved and submitted.</p> <p>Student: Lab Specialist Luv Learning (Your Title and Name)</p> <p>Test: Core Module Quiz</p> <p>Organization: Chemical Safety (Chemical_Safety)</p> <p>Started: 2/09/15 1:11PM (MM/DD/YR Time format)</p> <p>Submitted: 2/09/15 1:51PM (MM/DD/YR Time format)</p> <p>Time Used: 40 minutes (Submitted minus Started)</p> <p>Click OK to review results.</p> <p>Monday, February 9, 2015 1:51:59 PM EST (Day of Week, Month Date, Year, Time format)</p> | | | | | | | | | | | | | | | | | |
| <p>10.</p> | <p>Select "OK" to obtain quiz results.</p> <p>(Note: OK icon is located in the bottom right hand corner of the page)</p> | <p><input type="button" value="← OK"/></p> | | | | | | | | | | | | | | | | |
| <p>(This new page will appear.)</p> | <p>Review Test Submission: Core Module Quiz</p> <table border="0"> <tr> <td>User</td> <td>Lab Specialist Luv Learning</td> </tr> <tr> <td>Course</td> <td>Chemical Safety</td> </tr> <tr> <td>Test</td> <td>Core Module Quiz</td> </tr> <tr> <td>Started</td> <td>2/9/15 1:11PM</td> </tr> <tr> <td>Submitted</td> <td>2/9/15 1:51PM</td> </tr> <tr> <td>Status</td> <td>Completed</td> </tr> <tr> <td>Attempt Score</td> <td>100 out of 100 points</td> </tr> <tr> <td>Time Elapsed</td> <td>40 minutes</td> </tr> </table> | | User | Lab Specialist Luv Learning | Course | Chemical Safety | Test | Core Module Quiz | Started | 2/9/15 1:11PM | Submitted | 2/9/15 1:51PM | Status | Completed | Attempt Score | 100 out of 100 points | Time Elapsed | 40 minutes |
| User | Lab Specialist Luv Learning | | | | | | | | | | | | | | | | | |
| Course | Chemical Safety | | | | | | | | | | | | | | | | | |
| Test | Core Module Quiz | | | | | | | | | | | | | | | | | |
| Started | 2/9/15 1:11PM | | | | | | | | | | | | | | | | | |
| Submitted | 2/9/15 1:51PM | | | | | | | | | | | | | | | | | |
| Status | Completed | | | | | | | | | | | | | | | | | |
| Attempt Score | 100 out of 100 points | | | | | | | | | | | | | | | | | |
| Time Elapsed | 40 minutes | | | | | | | | | | | | | | | | | |
| <p>11.</p> | <p>Before exiting, print the test completion screen. <i>File / maintain completed test completion results with the laboratory Chemical Hygiene Plan / central training records.</i></p> | | | | | | | | | | | | | | | | | |