Laboratory Personnel Safety Checklist

Employee/Student Name _______________________________ Date ____________
(Print)

Department _______________________________ Bldg. _______________ Room_____

Principal Investigator (PI) _______________________________
(Print)

The following procedures have been reviewed with this employee/student.

1. _____ Has the PI discussed the nature of the research being conducted in the laboratory?
2. _____ Has the PI discussed all hazardous components of the research?
   a. _ chemical
   b. _ biological
   c. _ physical
3. _____ Has the employee/student received instruction on known symptoms associated with exposure to highly toxic chemicals or infectious agents used in the laboratory?
4. _____ Has the PI discussed the need for the employee/student to inform health care providers of the hazardous substances used in the laboratory during each medical visit?
5. _____ Has the PI reviewed the laboratory Chemical Hygiene Plan and all Standard Operating Procedures with the employee/student?
6. _____ Has the PI identified the location of Material Safety Data Sheets to the employee/student and demonstrated methods of access? (i.e., contact EH&S at 4-2949 or manufacturer directly)
7. _____ Has hazard assessment information concerning Personal Protective Equipment required in laboratory been reviewed?
8. _____ Have all Emergency Equipment locations/procedures been identified to the employee/student?
   a. _____ Emergency Shower
   b. _____ Emergency Eyewash
   c. _____ Fire Alarm Pull Station
   d. _____ Fire Extinguisher
   e. _____ Biospill Kit
   f. _____ Emergency Phone Numbers
      (Fire/Ambulance: 911 Other Emergencies: 4-2133)
9. ______ Has the location of the Hazardous Waste Manual been identified to the employee/student and waste procedures explained for:
   a. ______ solvents
   b. ______ acids/bases
   c. ______ radioactive material
   d. ______ sharps/broken glass
   e. ______ biohazardous material
   f. ______ animal carcasses

10. ______ Has the PI reviewed procedures to be taken in the event of a biohazard spill?

11. ______ Has the PI reviewed with the employee/student the laboratory signage system as indicated on the door?

12. ______ Have basic laboratory safety requirements been explained and reinforced?

13. ______ Has the employee attended an EH&S Hazardous Waste Training class?

14. ______ If a radioactive material user, has the employee/student attended an EH&S Basic Radiation Safety Training class?

   All laboratory personnel must:
   - know the hazards
   - understand the hazards
   - have skills to execute safe practices

Employee/Student Name _____________________________________________ Date __________
(Print)

Employee/Student Signature __________________________________________

Principal Investigator Signature __________________________ Date __________

A copy should be retained by the employee/student, the Principal Investigator, and the original forwarded to Environment Health & Safety.