

Laboratory Personnel Safety Check List

Employee/Student Name _____ Date _____
Print

Department _____ Bldg. _____ Rm.# _____

Principal Investigator _____ OR
Print

Lab Supervisor _____
Print

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

1. _____ Has the PI/Lab Supervisor discussed the nature of the research being conducted in the laboratory?

2. _____ Has the PI/Lab Supervisor discussed all hazardous components of the research?
 - a. _____ chemical
 - b. _____ biological
 - c. _____ physical
 - d. _____ radioactive

3. _____ Has the employee/student received instruction on known symptoms associated with exposure to highly toxic chemicals or biological commodities used in the laboratory?

4. _____ Has the PI/Lab Supervisor discussed the need for the employee/student to inform health care providers of the hazardous substances (chemical, biological, radioactive) used in the laboratory during each medical visit?

5. _____ Has the PI/Lab Supervisor reviewed the laboratory Chemical Hygiene Plan and all Standard Operating Procedures with the employee/student?

6. _____ Has the PI/Lab Supervisor identified the location of Material Safety Data Sheets to the employee/student and demonstrated methods of access? (e.g., EHSO website, hardcopy, etc.).
7. _____ Has hazard assessment information concerning Personal Protective Equipment required in laboratory been reviewed, and has the supervisor and employee signed off?
8. _____ Does the employee/student need a respirator? If yes, arrange for exposure evaluation, training and fit testing through the Environmental Health & Safety Office at x6-3204.
9. _____ Have the Emergency Response Procedures been identified to the employee/student and pertinent procedures reviewed for:
- a. _____ spills
 - b. _____ fire
 - c. _____ personal injury
10. _____ 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. _____ Spill Kit
 - f. _____ Telephone (x6-6911)
11. _____ Have the locations of the Satellite Accumulation Area and Hazardous Material Management Plan been identified to the employee/student and waste procedures explained for:
- a. _____ solvents?
 - b. _____ acids/bases?
 - c. _____ radioactive material?
 - d. _____ sharps/broken glass?
 - e. _____ biological material?
12. _____ Has the PI/Lab Supervisor reviewed with the employee/student, the laboratory signage system as indicated on the door?

