Laboratory Personnel Safety Check List

Employee/Student Name________________________________________________ Date ____________

Department______________________ Bldg._________ Rm.# ____________

Principal Investigator __________________________________________ OR

Lab Supervisor__________________________________________________

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?

Updated by UH EHSO October 2016
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
   d._______ meeting location upon evacuation __________________________

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._______ Spill Kit (posted chemical spill procedures)
   e._______ Emergency action plan (DPS website: http://manoa.hawaii.edu/dps/emergency.html)
   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?

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13. _______ Have basic laboratory safety requirements been explained & reinforced?

14. _______ Training (refer to website www.hawaii.edu/ehso for schedule):

   _______ a. If new employee/student, has the employee/student signed up for
   Chemical Hygiene/Laboratory Safety training at x6-5180.

   _______ b. If biological commodity user, has the employee/student signed up for
   training with the Biological Safety Office at x6-3197.

   _______ c. If radioactive material user, has the employee/student signed up for
   training with the Radiation Safety Office at x6-6475.

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

Employee/Student Name__________________________________________  __________ Signature  __________ Date

Principle Investigator/Lab Supervisor ______________________________  __________ Signature  __________ Date

**Keep the completed form with employee records**

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