

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
 - f. _____ Biospill Kit
 - g. _____ 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?
14. _____ Has the employee attended an EH&S Hazardous Waste Training class?
15. _____ 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.