

Laboratory Personnel Safety Check List

Employee/Student Name _____ Date _____
Print

Department _____ Bldg. _____ Rm. # _____

Principal Investigator _____ or Lab Supervisor _____
Print 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
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/Lab Supervisor 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/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., DES web site, 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 Department of Environmental Safety at x53980.
9. _____ Has the location of the Emergency Response Guide Wall Chart 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 (9-1-1)
11. _____ Have the locations of the Hazardous Waste Wall Chart and 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?
12. _____ Has the PI/Lab Supervisor reviewed with the employee/student, the laboratory signage system as indicated on the door?
13. _____ Have basic laboratory safety requirements been explained & reinforced?
14. _____ Has the employee/student signed up (through the DES web page, www.des.umd.edu) for New Laboratory Personnel Training? This training includes Chemical Hygiene, Bloodborne Pathogens, Hazardous Waste and Emergency Procedures.
15. _____ If a radioactive material user, has the employee/student signed up for training with the Radiation Safety Office at x53988?

All laboratory personnel must:

- know** the hazards
- understand** the hazards
- have **skills** to execute safe practices

Employee/Student Name _____ Signature _____ Date _____

Principal Investigator/ Lab Supervisor _____ Signature _____ Date _____

Return a COPY of completed form to departmental Compliance Officer