Laboratory Personnel Safety Check List

Employee/Student Name_________________________________ Date_______________

Department________________________ Bldg.____________ Rm. #______________

Principal Investigator ________________________ or Lab Supervisor_____________________

Print  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

last revision - 5/16/00