

## 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
  - e. \_\_\_\_\_ Biospill Kit
  - f. \_\_\_\_\_ 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?
13. \_\_\_\_\_ Has the employee attended an EH&S Hazardous Waste Training class?
14. \_\_\_\_\_ 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.