

Laboratory Personnel Safety Agreement

Employee/Student Name	Date
Department	Building & Room #
Principal Investigator (PI)/Laboratory Manager (LM)	Applicable Experience

The following procedures have been reviewed with this employee/student.

Item	Check ✓
1. Has the PI/LM discussed the nature of the research being conducted in the laboratory, including all hazardous components (biological, chemical, and physical) and equipment involved?	
2. Have basic laboratory safety requirements been explained and reinforced?	
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/LM discussed the need for the employee/student to inform healthcare providers of the hazardous substances used in the laboratory during each medical visit?	
5. Has the PI/LM reviewed the laboratory Chemical Hygiene Plan and all Standard Operating Procedures related to expected tasks with the employee/student?	
6. Has the PI/LM identified the location of SDS to the employee/student and demonstrated methods of access (e.g. CIDB, physical copies, manufacturer)?	
7. Has hazard assessment information concerning Personal Protective Equipment (PPE) required in the laboratory been reviewed?	
8. Have all emergency equipment (a. eyewash, b. fire alarm pull station, c. fire extinguisher, d. first aid kit, e. safety shower, f. spill kit [any applicable to the lab]), their locations, and their procedures for use been identified to the employee/student?	
9. Have emergency contacts (911, TUPD [x4-4444], EHS, etc.) and laboratory personnel contacts been reviewed with the employee/student?	
10. Have evacuation routes and procedures been reviewed with the employee/student?	
11. Has the Hazardous Waste Management Program Manual been identified and explained to the employee/student for a. biohazardous materials, b. compressed gases, c. corrosives (e.g. acids/bases), d. explosives, e. flammables (e.g. organic solvents), f. reactives, g. radioactive material, h. sharps/broken glass)?	

12. Has the PI/LM reviewed with employee/student the laboratory door signs?	
13. Have emergency procedures for accidents, spills, or other emergencies been reviewed?	
14. Has the employee/student attended EHS Hazardous Waste Generator Training or any other specialized training pertinent to laboratory work?	

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

GENERAL RULES

1. Use of any type of food/drink (beverages, chewing gum, tobacco, etc.), and cosmetics (lip balm, gloss) in the laboratory is prohibited.
2. Observe good housekeeping practices. Laboratories should be kept clean and tidy at all times. Bring only necessary materials to the laboratory. Keep aisles clear.
3. All written and verbal instructions are to be followed carefully.
4. Unsupervised or otherwise unauthorized visitors to the laboratory are prohibited.
5. Chemicals and equipment are NOT to leave the laboratory unless authorized by the PI/LM.
6. Fume hood sashes are not to be opened above the mark while working. This would reduce the efficacy of the hood. Never put your head into the hood.
7. Hands and pens/pencils are to be kept away from face, eyes, and mouth while using chemicals or equipment. Hands are to be washed with soap and water after performing all experiments, especially before going to the restroom or leaving the laboratory for any reason.
8. Ensure proper disposal of all hazardous waste. Check the label on the waste container must thoroughly before adding waste. Waste containers are not to be overfilled. Notify the PI/LM if the container is full.
9. Sinks are to be used only for disposal of water and other solutions as specified by the PI/LM.
10. Know the location of, and how to use, eyewashes and safety showers.
11. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the PI/LM immediately, no matter how trivial. EHS should be notified, thereafter.
12. Report fires to the PI/LM immediately. **Call 911.**

PERSONAL PROTECTIVE EQUIPMENT

1. Approved safety glasses, at a minimum, **MUST** be worn at all times when in the laboratory. or If chemical splash goggles are used, the goggles must seal around the eyes. A face shield may also be worn over the glasses/goggles.
2. Contact lenses are recommended to be replaced with prescription glasses.
3. Dress appropriately for laboratory work. It is recommended that clothing cover the body from the shoulders down to the toes. This can be accomplished by laboratory coat or other body protection, including long pants and closed-toe shoes.
4. Long hair, hanging items (jewelry, hoodie strings, etc), and loose or baggy clothes should be secured.
5. Gloves may be used as needed and should be removed before leaving the laboratory area. Always use the appropriate glove type for the task.

By signing below, the employee/student acknowledges:

- awareness that certain medical conditions may place them at increased risk while working in the laboratory;
- pregnant women have been counseled as to the advisability of working in areas where the potential for exposure to chemicals or potentially hazardous organisms are present;
- in order to ensure that appropriate guidance is provided, the employee/student will inform the PI/LM of any change in their health status.

Employee/Student Name (Please Print)	
Signature, Employee/Student Name	Date

Signature, Principal Investigator/Laboratory Manager	Date

Please return this form to EHS.