Laboratory Personnel Safety Check List

Emplo	oyee/Student Na	Date					
Print							
Depar	tment		Bldg		Rm.#		
Principal Investigator O Print							
Lab Supervisor Print							
The following procedures have been reviewed with this employee/student.							
1.		Has the PI/Lab conducted in the	*	ssed the nature	of the research be	ing	
2.		Has the PI/Lab research?	Supervisor discus	ssed all hazard	ous components of	f the	
		a b c d	chemical biological physical radioactive				
3.		Has the employee/student received instruction on known symptoms associated with exposure to highly toxic chemicals or biological commodities 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 (chemical, biological, radioactive) used in the laboratory during each medical visit?					
5.					tory Chemical Hyg th the employee/stu		

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., EHSO website, 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 Environmental Health & Safety Office at x6-3204.		
9.	 Have the Emergency Response Procedures 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		
	bEmergency Eyewashc.Fire Alarm Pull Station		
	c Fire Alarm Pull Station d Fire Extinguisher		
	e Spill Kit		
	f Telephone (x6-6911)		
11.	 Have the locations of the Satellite Accumulation Area and Hazardous Material Management Plan been identified to the employee/student and waste procedures explained for:		
	a solvents?		
	b acids/bases?		
	c radioactive material?		
	dsharps/broken glass?ebiological material?		
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.		Training (refer to website <u>www.hawaii.edu/ehso</u> for schedule):					
		a. If new employee/student, has the employee student signe Chemical Hygiene/Laboratory Safety training at x6-5180.					
			dity user, has the employee/student signed up for ical Safety Office at x6-3197.				
			If radioactive material user, has the employee/student signed up for aining with the Radiation Safety Office at x6-6475.				
	All laboratory	personnel must:	know the hazards understand the hazards have skills to execute safe practices				
Emplo	oyee/Student Na	ime					

Signature

Date

Principal Investigator/ Lab Supervisor ______ Date

Keep the completed form with employee records