Laboratory Personnel Safety Check List

Employee/Student Name_________________________________ Date__________________

Department________________________________________ Bldg.___________ Rm. #______________

Principal Investigator __________________________ Lab Supervisor__________________________

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

1. ________ Has the PI or Lab Supervisor discussed the nature of the research being conducted in the laboratory?

2. ________ Has the PI or Lab Supervisor discussed the hazardous components of the research?
   a. ________ chemical           d. ________ electrical
   b. ________ biological         e. ________ thermal
   c. ________ physical-mechanical f. ________ optical

3. ________ Has the employee/student received instruction on known symptoms associated with exposure to all highly toxic chemicals or infectious agents used in the laboratory?

4. ________ Has the PI or Lab Supervisor discussed the need for the employee/student to inform health care providers of hazardous substances used in the laboratory at each medical visit?

5. ________ Has the PI or Lab Supervisor reviewed the laboratory Chemical Hygiene Plan and all Standard Operating Procedures with the employee/student?

6. ________ Has the PI or Lab Supervisor identified the location of Material Safety Data Sheets to the employee/student and demonstrated methods of access? (e.g., ESSR 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 Department of Environmental Safety, Sustainability and Risk 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. Has the location 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 or 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 website, essr.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 2/3/04