Laboratory Personnel Safety Check List

Employee/Student Name_________________________________ Date_______________

Department________________________   Bldg.____________ Rm. #______________

Principal Investigator ________________________     or        Lab Supervisor_____________________

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 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 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.inform.umd.edu/DES) 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