

Attachment D Employee/Student Safety Checklist

Checklist Options

Supervisor Initials

Employee Initials

1. Individual employee's responsibilities _____
2. Location of Hazard Communication Plan _____
3. Location of Chemical Inventory and Material Safety Data Sheets and other information available relating to hazardous chemicals found in the work area _____
4. Minimum personal protective equipment requirements _____
5. Specific personal protective equipment requirements _____
6. Injury and Illness reporting _____
7. Non-injury incident reporting _____
8. Location and use of fire extinguishers _____
9. Location and use of eyewash and safety shower equipment _____
10. Location of first aid kits _____
11. Housekeeping _____
12. Rules on food/beverage consumption in areas where chemicals are stored or used _____
13. Respirator use (must be enrolled in EHS Respiratory Protection Program unless respirator is used for non-respiratory (i.e., nuisance dusts) hazards) _____
14. Hazards of the job (i.e., chemical, biological, radioactive materials, mechanical, electrical, etc.) _____
15. Spill control, clean-up procedures, etc. _____
16. Fire and Disaster Evacuation Procedures _____
17. Training Requirements _____

The items above have been explained to me by my supervisor. I understand the information provided and will follow the policies and procedures as required.

Department _____

Employee Signature _____

Supervisor Signature _____