

## Attachment D

### Employee/Student Safety Checklist Department of Chemical Engineering, Clemson University

	<u>Supervisor or Designate Initials</u>	<u>Employee Initials</u>	<u>Safety Technician Initials</u>
1. Individual employee's responsibilities	_____	_____	
2. Location of Chemical Hygiene/HazCom 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. Fire Extinguisher Policy and location		_____	_____
9. Location and use of eyewash & safety shower equipment	_____	_____	
10. Location of first aid kits	_____	_____	
11. Housekeeping		_____	_____
12. Rules on food/beverage consumption in laboratories		_____	_____
13. Respirator Policy/Fume Hood use		_____	_____
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. Safety Training Requirements	_____	_____	

#### Signature:

The University Policies concerning the items above have been explained to me. I understand the information provided and will follow the policies and procedures as required.

Employee Signature \_\_\_\_\_

#### Notification:

The checklist has been completed.

Supervisor Signature \_\_\_\_\_