**IBIOE- Department of Academic Affairs/Provost Office**

**Location: Rhodes 403**

**Employee/Student Safety Checklist**

|  |  |  |
| --- | --- | --- |
| **Safety Checklist** | **Employee Initials** | **Supervisor Initials** |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IBIOE- Department of Academic Affairs/Provost Office**

**Location: Rhodes 405**

**Employee/Student Safety Checklist**

|  |  |  |
| --- | --- | --- |
| Safety Checklist | Employee Initials | Supervisor Initials |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IBIOE- Department of Academic Affairs/Provost Office**

**Location: Rhodes 408**

**Employee/Student Safety Checklist**

|  |  |  |
| --- | --- | --- |
| Safety Checklist | Employee Initials | Supervisor Initials |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IBIOE- Department of Academic Affairs/Provost Office**

**Location: Rhodes 410**

**Employee/Student Safety Checklist**

|  |  |  |
| --- | --- | --- |
| Safety Checklist | Employee Initials | Supervisor Initials |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IBIOE- Department of Academic Affairs/Provost Office**

**Location: Rhodes 413**

**Employee/Student Safety Checklist**

|  |  |  |
| --- | --- | --- |
| Safety Checklist | Employee Initials | Supervisor Initials |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IBIOE- Department of Academic Affairs/Provost Office**

**Location: Rhodes 413/BSL2**

**Employee/Student Safety Checklist**

|  |  |  |
| --- | --- | --- |
| Safety Checklist | Employee Initials | Supervisor Initials |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_