

## Attachment D

### Employee/Student Safety Checklist

	<u>Supervisor Initials</u>	<u>Employee Initials</u>
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 \_\_\_\_\_