ECE Laboratory Personnel Safety Check List
To be completed PI or Lab supervisor for Employees/Students

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Department ____________________________ Bldg. ______ Rm.# _______________________

Principal Investigator__________________ or Lab Supervisor_____________________

Print ____________________________ Print ____________________________

The following procedures have been reviewed with this employee/student.
Write N/A for non-applicable items

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. ______ physical
   c. ______ high voltage/electrical
   d. ______ mechanical
   e. ______ radiation
   f. ______

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
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?

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? List other training (planned or completed):

   ____________________________ Date Completed____________________
   ____________________________ Date Completed____________________
   ____________________________ Date Completed____________________

15. ______ If a radioactive material user, has the employee/student signed up for training with the Radiation Safety Office at x53985?

All laboratory personnel must: know the hazards understand the hazards have skills to execute safe practices

Employee/Student Name__________________________________________ Date
Signature

*Please make sure you understand all the hazards in the lab before signing

Principal Investigator/ Lab Supervisor ________________________________ Date
Signature

Retain a copy for you records and return original completed form to ECE Compliance Officer (Bryan Quinn 1451 AVW)