

Safety Checklist for New Plant Science Personnel

- PI/Lab Supervisor should discuss the following statements/questions with the new personnel before they start work.
- When completed and all signatures have been obtained, the checklist should be submitted to and kept by the departmental office

Please Print

Name:	Date:
Phone #:	Department:
Principal Investigator/Official Supervisor:	Building and Room #
Biosafety Permit #	

YES	N/A	STATEMENT/QUESTION	
		1	Discuss the nature of the research/project being conducted in the laboratory and/or field.
		2	Discuss hazardous components of the research including reference to the following as applicable.
			a. Chemical
			b. Physical (including temperature, electrical, lifting/ergonomic, hi/low pressure, sharps)
			c. Radioactive (none in Plant Science Dept)
			d. Biological
		3	Identify the location of Material Safety Data Sheets (MSDS) and chemical inventories and demonstrate methods of access.
		4	Discuss hazards of field research.
		5	Discuss the need to inform health care providers of the nature of the research during an accident or post-exposure medical visit.
		6	Review the site-specific safety requirements for:
			a. working alone
			b. personal lab hygiene and safety responsibilities
			c. waste procedures
			d. emergency response contacts
		7	Review hazard assessment, use and limitations information concerning Personal Protective Equipment (PPE) requirements.
		8	Does the employee/student need a respirator? () YES () NO If yes, arrange for exposure evaluation, training and fit testing through the Environmental Health and Safety Office at 474-6633.
		9	Personnel have been provided with the appropriate PPE required (lab coat, safety glasses/goggles, gloves, rubber boots, Tyvek suit, dust mask, respirator) and shown location of shared PPE (e.g. face shields, temp resistant gloves)
		10	Pertinent procedures for emergency response have been identified for:
			a. Spills, Ventilation/fume hood failures, etc.
			b. Fire (fire procedures and Fire Marshall identified)
			c. Personal injury and/or medical emergency (First aid responders identified)
			d. Accident/Incident reporting procedure
		11	All Safety and Emergency Equipment locations and procedures have been identified for:
			a. Emergency Shower

			b. Emergency Eyewash
			c. Fire Alarm Pull Station (there are none in the processing/drying room building)
			d. Fire Extinguisher
			e. First aid and Spill Kits
			f. Emergency Contact Phone #s
			g. Fume Hoods
			i. Flammable Storage Cabinets
			k. Others
		12	Site-specific waste procedures and locations of the Hazardous Waste Wall Charts (Lab waste, Radioactive waste) have been identified and explained for:
			a. Solvents
			b. Acids/bases
			c. Radioactive material (none in Plant Science)
			d. Sharps/broken glass
			e. Biohazardous material
		13	Review the laboratory signage system and entrance requirements as indicated on the door.
		14	View online presentation through UMLearn "Basic Lab Safety and WHMIS" and pass the test. WHMIS Coordinator signature below** indicates that this has been documented.
		15	Will the employee/student be a biological agent user? () YES () NO If yes, the online Generic Biosafety training must be completed. Please complete additional BioSafety checklist.
		16	Will the employee/student be working in the greenhouse or growth cabinets? () YES () NO If yes, provide a handbook and attend the Agriculture Building and growth area facilities, safety procedures and etiquette orientation.
		17	The new employee/student understands that the PI/official supervisor can/should be contacted at any time to discuss safety concerns.
		18	Does the new employee/student have any allergies or medical condition(s) that the PI/official supervisor needs to be aware of? If so please list below.
		19	Review Biosecurity Protocols.
		20	Discuss the hazards and standard operating procedures for specific pieces of equipment used in the lab. To be signed off and recorded by each lab.

****WHMIS Coordinator** _____

The signatures below indicate that the above material has been reviewed with this employee/student and the employee/student agrees to follow the prescribed lab and departmental safety procedures:

Employee/Student _____

Principal Investigator/ Official Supervisor* _____

*Official Supervisor is a person whose supervisory responsibilities are defined in their job description