

Safety Checklist for New Plant Science Personnel (POINT)

- 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 #	Radiation Safety Permit #

YES	N/A	STATEMENT/QUESTION	
		1	PI/Supervisor has discussed the nature of the research/project being conducted in the laboratory and/or field.
		2	PI/Supervisor has discussed 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. Biological
		3	PI/Supervisor has identified the location of Material Safety Data Sheets (MSDS) and chemical inventories to the employee/student and demonstrated methods of access.
		4	PI/Supervisor has discussed hazards of field research.
		5	PI/Supervisor has discussed the need for the employee/student to inform health care providers of the nature of the research during an accident or post-exposure medical visit.
		6	PI/Supervisor has reviewed the site-specific safety requirements with the employee/student, including working alone, personal lab hygiene and responsibilities for safety, site specific waste procedures, and emergency response contacts.
		7	Hazard assessment, use and limitations information concerning Personal Protective Equipment (PPE) required has been reviewed and personnel have been provided with the appropriate personal equipment required (lab coat(s), safety glasses/goggles, gloves, hearing protection) and shown location of shared PPE (e.g. face shields, temp resistant gloves).
		8	Does the employee/student need a respirator? () YES () NO
		9	Have the pertinent procedures for emergency response been identified to the employee/student 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
		10	Have all Safety and Emergency Equipment locations and procedures been identified to the employee/student?
			a. Emergency Shower

			b. Emergency Eyewash
			c. Fire Alarm Pull Station
			d. Fire Extinguisher
			e. First aid and Spill Kits
			f. Emergency Contact Phone #s
			g. Fume Hoods
			i. Flammable Storage Cabinets
			k. Others
		11	Have the site-specific waste procedures and locations of the Hazardous Waste Wall Charts been identified and explained to the employee/student:
			a. Solvents?
			b. Acids/bases?
			c. Sharps/broken glass?
			d. Biohazardous material?
		12	Has the PI/Supervisor reviewed with the employee/student, the laboratory signage system and entrance requirements as indicated on the door?
		13	All new personnel must view the "Basic Lab Safety and WHMIS" presentation and write and pass the test. WHMIS Coordinator signature** indicates that this has been documented.
		14	The new employee/student understands that the PI/official supervisor can/should be contacted at any time to discuss safety concerns.
		15	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.
		16	Has the PI/Supervisor reviewed Biosecurity Protocols with the employee/student.
		17	Has the employee/student been given a handbook and an orientation of the Agriculture Building and/or Point growth area facilities, safety procedures and etiquette.
		18	Has the PI/Supervisor discussed the hazards and standard operating procedure for:
			a. tractor operation
			b. tractor and lawn mower
			c. tractor and cultivator
			d. tractor and disc
			e. tractor and rototiller
			f. ½ ton truck use
			g. riding lawn mower
			h. weed trimmer
		19	Supervisor has discussed the hazards and standard operating procedure for maintenance of equipment in the shop.

****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