Supervisor’s Safety Orientation Checklist for Laboratories

The supervisor and the employee should meet to discuss items 1 through 3 on the employee's first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University's Chemical Hygiene Plan and Hazard Management Program and their appendices by directing them to: http://www.calstatela.edu/ehs/chemical-and-laboratory-safety.

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Employees shall be informed of all applicable requirements of this checklist:

1. **General Safety Orientation**
   - Location of emergency devices (phone, alarms, fire extinguishers, shutoffs, etc…).  
   - Identification of evacuation procedures including primary/secondary evacuation routes, exterior assembly areas and shutdown procedures when leaving.
   - Appropriate and safe laboratory work practices.
   - Review of University emergency action plan at: [http://www.calstatela.edu/police/campus-emergency-plan](http://www.calstatela.edu/police/campus-emergency-plan)
   - Off-hour emergency contacts/protocols.

2. **Chemical Safety Procedures**
   - Location and identity of chemical substances in the laboratory.
   - Presence of physical or chemical hazards related to hazardous substances in the work area.
   - Never work along in the Lab without notifying Public Safety at ext. 3-3700.
   - Location, selection and use of PPE for the laboratory work assignment/task.
   - Never to work when it is unsafe to do so.

   - Location/access to Safety Data Sheets (SDSs) for chemicals in the laboratory and thorough knowledge of all hazards before chemical use: [http://jr.chemwatch.net/chemwatch.web/dashboard](http://jr.chemwatch.net/chemwatch.web/dashboard)
   - Labeling, signs, warning placards or other communication methods for identifying hazards in the laboratory.
   - Proper procedures for identifying, reporting and responding to hazardous material spills.
     - Work Hours: contact ext. 3-3546 or 3-3531
     - Off-Hours: contact ext. 3-3700 or 911
   - Methods and actions in identifying, labeling and disposing of laboratory hazardous waste.

3. **Communication**
   - Location of employee safety board (HRM Lobby), routing of safety bulletins, safety protocol, and proper lab techniques for all work.

We agree that the checked items have been discussed. This form will be used to establish a basis for probationary appraisals.

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