

Supervisor's Safety Orientation Checklist for Laboratories

[Risk Management and Environmental, Health & Safety](#)

[California State University, Los Angeles](#)

<p>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 the RMEHS website or contacting the RMEHS Office located in Corporation Yard 244, at (323) 343-3531.</p>	DATE:
	EMPLOYEE NAME (PRINT):

Check when discussed (*Line through if not applicable*)

<p>Employees shall be informed of all applicable requirements of this checklist:</p> <p>1. General Safety Orientation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reporting an unsafe condition. <input type="checkbox"/> Location of emergency devices (phone, alarms, fire extinguishers, shutoffs, etc.). <input type="checkbox"/> Identification of evacuation procedures including primary/secondary evacuation routes, exterior assembly areas and shutdown procedures when leaving. <input type="checkbox"/> Appropriate and safe laboratory work practices. <input type="checkbox"/> Review of University Emergency Action Plan <input type="checkbox"/> Off-hour emergency contacts/protocols. <p>2. Safety Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and identity of chemical substances in the laboratory. <input type="checkbox"/> Presence of physical or chemical hazards related to hazardous substances in the work area. <input type="checkbox"/> Never work along in the Lab without notifying Public Safety at ext. 3-3700. <input type="checkbox"/> Location, selection and use of PPE for the laboratory work assignment/task. <input type="checkbox"/> CSU Learn (On-line) Trainings (e.g. IIPP, COVID-19, Hazardous Communication; Lab Safety (chemical) or Shop Safety (machinery)) 	<ul style="list-style-type: none"> <input type="checkbox"/> Location/access to Safety Data Sheets (SDSs) for chemicals in the laboratory and thorough knowledge of all hazards before chemical use. <input type="checkbox"/> Labeling, signs, warning placards or other communication methods for identifying hazards in the laboratory. <input type="checkbox"/> Proper procedures for identifying, reporting and responding to hazardous material spills. <ul style="list-style-type: none"> <input type="checkbox"/> Work Hours: contact ext. 3-3531 <input type="checkbox"/> Off-Hours: contact ext. 3-3700 or 911 <input type="checkbox"/> Methods and actions in identifying, labeling and disposing of laboratory hazardous waste. <p>3. Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of employee safety board (HRM Lobby and RMEHS Hallway), routing of safety bulletins, safety protocol, and proper lab techniques for all work. 			
<p>We agree that the checked items have been discussed. This form will be used to establish a basis for probationary appraisals.</p>				
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">EMPLOYEE'S SIGNATURE</td> <td style="width: 20%;">DEPARTMENT</td> <td style="width: 20%;">DATE</td> </tr> </table>		EMPLOYEE'S SIGNATURE	DEPARTMENT	DATE
EMPLOYEE'S SIGNATURE	DEPARTMENT	DATE		
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">DEAN / CHAIR / SUPERVISOR'S SIGNATURE</td> <td style="width: 20%;">DATE</td> </tr> </table>		DEAN / CHAIR / SUPERVISOR'S SIGNATURE	DATE	
DEAN / CHAIR / SUPERVISOR'S SIGNATURE	DATE			