

Supervisor's Safety Orientation Checklist for Laboratories

Environmental, Health & Safety

California State University, Los Angeles

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 Communication Program and their appendices by directing them to: <http://www.calstatela.edu/univ/ehs/msds.php> or call ext. 3-3546.

MAILED BY:
DATE:
EMPLOYEE NAME (PRINT):

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

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

1. General Safety Orientation

- How to report an unsafe condition.
- Location of emergency devices (phone, alarms, fire extinguishers, shutoffs, etc...).
- Identification of evacuation procedures including area marshals, muster location, evacuation routes, and shutdown procedures when leaving.
- Appropriate and safe laboratory work practices.
- Review of University emergency action plan at: <http://www.calstatela.edu/univ/police/emergency.php>
- 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.
- Location of Cal/OSHA Laboratory Standard (call ext. 3-3531 or visit: <http://www.dir.ca.gov/Title8/5191.html>)
- Location, selection and use of PPE for the laboratory work assignment/task.

- Location/access to Material Safety Data Sheets (MSDSs) for chemicals in the laboratory and of the laboratory Chemical Hygiene Plan at:
 - <http://www.calstatela.edu/univ/ehs/msds.php>
- 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 message board (HRM Lobby) and routing of safety bulletins.

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

EMPLOYEE'S SIGNATURE	DEPARTMENT	DATE
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DEAN / CHAIR / SUPERVISOR'S SIGNATURE	DATE
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