Supervisor's Safety Orientation Checklist for Laboratories

Risk Management and 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 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.

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

- ❑ Reporting an unsafe condition.
- ❑ 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
- ❑ Off-hour emergency contacts/protocols.

2. Safety Procedures

- ❑ Location and identity of chemical substances in the laboratory.
- ❑ Presence of physical or chemical hazards relatedto 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.
- ❑ CSU Learn (On-line) Trainings (e.g. IIPP, COVID-19, Hazardous Communication; Lab Safety (chemical) or Shop Safety (machinery)
- ❑ Location/access to Safety Data Sheets (SDSs) for chemicals in the laboratory and thorough knowledge of all hazards before chemical use.
- ❑ 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. 3-3531
  - 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 and RMEHS Hallway),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.

EMPLOYEE'S SIGNATURE	DEPARTMENT	DATE

DEAN / CHAIR / SUPERVISOR'S SIGNATURE	DATE