SAFETY CHECK-IN SHEET FOR CHEMISTRY AND CHEMICAL ENGINEERING

Researcher: _____ _____ _____
Name Printed ***Signature*** ***UID***

Supervisor: _____ _____ _____
Name Printed ***Signature*** ***Date***

Please check: ☐ Undergraduate Student ☐ Graduate Student ☐ Post Doctoral ☐ Staff ☐ Visitor ☐ Volunteer/Guest
☐ Visiting Student Researcher ☐ Other:_____

Training in Safety is required for everyone in the CCE Division. Before beginning work, each new researcher must have documented training in the following areas. Review the sections indicated below and initial and date when complete.

Safety Orientation for all, including office staff — **I have read and understood items I-VI**

I. Safety plan for the CCE Division *(page 5)*
II. CCE Division Safety Organization *(page 6)*
III. Hazard Communication Regulations *(pages 8-10)*
IV. Injuries/Illnesses *(pages 11-13)*
V. Safety Equipment *(page 14)*
VI. Emergency Evacuation Assembly Areas *(page 15)*

_____ _____
Initial Date

Laboratory Safety – for researchers in chemical laboratories — **I have read and understood items VII-XXI**

VII. Viewing Safety Videotapes *(page 16)*
VIII. Electrical Equipment *(page 17)*
IX. Hazardous Waste Disposal *(pages 18-22)*
X. Spill Clean-up *(pages 23-25)*
XI. Responding to an Incident *(page 26)*
XII. Safety Consideration in Work Planning *(pages 27-29)*
XIII. Group Safety Plans *(page 30)*
XIV. General Laboratory Safety Inspection *(page 31)*
XV. Prestart-Up Inspection/Reactive Chemical Program *(pages 32-34)*
XVI. Hazard Identification Diagram *(pages 36-39)*
XVII. Health Hazards of Chemicals *(pages 40-50)*
XVIII. Information Sources for Hazard Evaluation *(pages 51-52)*
XIX. Peroxide-Forming Compounds *(pages 53-57)*
XX. Oxidizing/Explosive/Shock Sensitive Materials *(pages 58-61)*
XXI. Air- or Water-Sensitive Materials *(page 62)*

_____ _____
Initial Date

Group Safety – Consult with your Group Safety Officer for specific procedures developed by each research group and topics covered in documents other than the CCE Chemical Safety Manual. For students in rotations or changing to a new lab, group, or location, ***please retrieve a copy of this form*** to have the new supervisor and group safety officer sign when additional training is complete.

Group	Supervisor Signature	Safety Officer Signature	Date In _____ Out_____
Group	Supervisor Signature	Safety Officer Signature	Date In _____ Out_____
Group	Supervisor Signature	Safety Officer Signature	Date In _____ Out_____

When complete or to resubmit with change of lab/group/location, return this form to:

Chemistry Division Office Mail code 164-30, Office -168 Crellin ccediv@caltech.edu

Rev 7/17

For office use only:

Keys/Card-swipe/Proxy access issued _____

Office assigned _____