SAFETY CHECK-IN SHEET FOR CHEMISTRY AND CHEMICAL ENGINEERING

Researc	:her:			
	Name Printed Si	gnature		UID
Supervi				
	Name Printed Si	gnature		Date
Please c	heck: □ Undergraduate Student □ Graduate Student □ Visiting Student Researcher □ Other:	Post Doctoral	□ Staff □ Vis	itor D Volunteer/Guest
	in Safety is required for everyone in the CCE Division. B n the following areas. Review the sections indicated belo			
Safety C	Drientation for all, including office staff Safety plan for the CCE Division (page 5)	11	have read and u	Inderstood items I-VI
II.	CCE Division Safety Organization (page 6)			
III.	Hazard Communication Regulations (pages 8-10)		Initial	Date
IV.	Injuries/IIInesses (pages 11-13)			
V.	Safety Equipment (page 14)			
VI.	Emergency Evacuation Assembly Areas (page 15)			
Laborat	ory Safety – for researchers in chemical laboratories	L.	have read and u	Inderstood items VII-XXI
VII.	Viewing Safety Videotapes (page 16)			
VIII.	Electrical Equipment (page 17)			
IX.	Hazardous Waste Disposal (pages 18-22)		Initial	Date
Х.	Spill Clean-up (pages 23-25)			
XI.	Responding to an Incident (page 26)			
XII.	Safety Consideration in Work Planning (pages 27-29)	1		
XIII.	Group Safety Plans (page 30)			
XIV.	General Laboratory Safety Inspection (page 31)			
XV.	Prestart-Up Inspection/Reactive Chemical Program (page)	ages 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)		

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.

			Date In	Out
Group	Supervisor Signature	Safety Officer Signature		
			Date In	Out
Group	Supervisor Signature	Safety Officer Signature		
			Date In	Out
Group	Supervisor Signature	Safety Officer Signature		

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

Keys/Card-swipe/Proxy access issued	
Office assigned	

For office use only: