SAFETY CHECK-IN SHEET FOR CHEMISTRY AND CHEMICAL ENGINEERING

Researc	ner:	Name Printed	<u>s</u>	Signature		UIL)	
Supervi	sor:							
		Name Printed	S	Signature		Dat	e	
Please o		□ Undergraduate Student □ Gradua □ Visiting Student Researcher □ Otl		□ Post Doctora	al □ Staff	☐ Visitor	□ Volunteer/Gu	est
		y is required for everyone in the CCE lowing areas. Review the sections inc						documer
Safety C		ion for all, including office staff y plan for the CCE Division (page 5)		I	I have read	l and unde	erstood items I-V	/ I
II.	CCE	Division Safety Organization (page 6	S)				- <u></u> -	
III.	Haza	rd Communication Regulations (page	es 8-10)		Initi	al	Date	
IV.	Injuri	es/Illnesses (pages 11-13)						
V.	Safet	y Equipment <i>(page 14)</i>						
VI.	Emer	gency Evacuation Assembly Areas (page 15)					
Laborat	ory Safe	ety – for researchers in chemical lab	oratories	: 1	l have read	and unde	erstood items VI	I-XXI
VII.	Viewi	ing Safety Videotapes (page 16)						
VIII.	Elect	rical Equipment <i>(page 17)</i>						
IX.	Haza	rdous Waste Disposal (pages 18-22))		Initi	al	Date	
Χ.	Spill	Clean-up <i>(pages 23-25)</i>						
XI.	Resp	onding to an Incident (page 26)						
XII.	Safet	y Consideration in Work Planning (pa	ages 27-2	9)				
XIII.	Grou	p Safety Plans <i>(page 30)</i>						
XIV.	Gene	eral Laboratory Safety Inspection (page	ge 31)					
XV.	Prest	art-Up Inspection/Reactive Chemical I	Program <i>(_l</i>	pages 32-34)				
XVI.	Haza	rd Identification Diagram (pages 36-3	19)					
XVII.	Healt	h Hazards of Chemicals (pages 40-5	50)					
XVIII.	Inforr	nation Sources for Hazard Evaluation	(pages 5	1-52)				
XIX.	Perox	xide-Forming Compounds (pages 53	-57)					
XX.	Oxidi	zing/Explosive/Shock Sensitive Materi	ials (pages	s 58-61)				
XXI.	Air- o	or Water-Sensitive Materials (page 62	2)					
in docun	nents oth	Consult with your Group Safety Office ner than the CCE Chemical Safety Ma a copy of this form to have the new s	nual. For s	students in rotatio	ns or chang officer sign	ging to a no n when add	ew lab, group, or ditional training is	location, complete
Group		Supervisor Signature	Safety Off	icer Signature	Da	ite In	Out	_
Group Group				icer Signature			Out	
				icer Signature	Da	ite In	Out	
Group		Supervisor Signature	Salety Off	icei Signature				
	_	or to resubmit with change of lab/g Division Office Mail code 164-30, 0	-					Rev
				30001100				/93/
For offi	ce use (only:						
Keys/0	Card-swi	ipe/Proxy access issued						



Personal Information

Workplace Specific Safety Training

Instructions

All personnel must receive workplace-specific safety training before starting research or other work in a laboratory. The Faculty/Safety Coordinator needs to discuss the applicable items on this sheet. The Emergency Procedures section **applies to everyone** and needs to be completed separately for each building work is performed in.

General hazard safety trainings, administered by the Safety Office, may be required based on the work hazards. Please refer to <u>Safety Training Matrix for Laboratory Personnel</u> to determine required general hazard safety trainings for Research personnel.

Maintain a copy of this completed form in the lab as part of the individual's safety training documentation.

<u>i cisonai imormation</u>	
Trainee's Name:	UID#:
Lab Group:	Position:
Building:	Safety Coordinator:
Completion of Laboratory https://www.safety.caltech	n – Required if working in a laboratory Safety Orientation. Instructions to register for this training can be found at: h.edu/root-pages/lab-safety-orientation
Location of the nearest e Emergency assembly po Location of fire extinguish Contents of the Caltech I Notify Faculty/Supervisor Update emergency conta	es, dial 5000 from a campus phone or 626-395-5000 from a cell phone. emergency exit and alternate route(s). bint for the building: hers, eyewash & shower stations, first aid kits, AED's, and pull stations. Emergency Response Guide. or of any injury, illness, near miss, or unsafe conditions. act information at http://access.caltech.edu . Oata Sheets (such as at https://safety.caltech.edu/root-pages/sds) if
have reviewed and understand the	e above-mentioned Emergency Procedure items.
rainee's Signature	Date:
rainer's Signature	Date:
	Continue to page 2

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Trainee's Name:	Lab Group:	

Lab Directed/ Lab-Specific Safety Training

Caltech labs are required to administer and document training for personnel on the specific hazards of the workplace. The list below are potential topics for lab directed training and can be used to document training provided. The Safety Office is available to assist with these trainings. Send an inquiry to safety.training@caltech.edu or call x6727.

Check Applicable Hazards	olicable Training Topic		Trainer's Initials	Trainee's Initials
	Biological Safety Cabinet (tissue culture hood) Use	i i		
	BSL 2 Area Entry/Exit and Workflow (PPE)			
	Chemical Handling and Storage Procedures			
	Chemotherapy/ cytotoxic drugs			
	Compressed Gas Use			
	Cryogenics Use (i.e. Liquid Nitrogen)			
	Glovebox Protocols			
	Euthanasia/anesthetic agents			
	Fume Hood Use			
	Hazardous Waste Procedures	ľ		
	High pressure applications			
	High vacuum applications			
	High voltage applications	İ		
	Hot Plate Use			
	Housekeeping Standard			
	Lab-specific SOP:			
	Lab-specific SOP:			
	Lab-specific SOP:			
	Lab-specific Nanomaterial SOP:			
	Machinery and/or hand tools			
	Personal Protective Equipment			
	Protocol for Unattended Experiments			
	Working with Class 3b or 4 lasers			
	Working with 3D Printers			
	Other:		·	

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Safety Training Matrix for Laboratory Personnel

Lab Specific Training*

Purpose: This training matrix identifies minimum training requirements for laboratory personnel working in a research laboratory at Caltech. Responses to the questions in the matrix determine which requirements apply to you. *The Faculty (Principal Investigator) for a laboratory is responsible for ensuring lab personnel are trained.*

Application: These training requirements apply to Lab Supervisors, research personnel, postdocs, graduate students, undergraduate students, visitors, and general lab staff.

Training Timeline:

- Applicable Lab Specific Training must be completed before beginning unsupervised work in a lab.
- All EH&S trainings for Radiation Safety, Laser Safety, viral vectors, and biological toxins must be completed before beginning work in these areas.
- All other Safety Office trainings are to be completed at the next available training session.

While at Caltech, you.....

Laboratory	will work in a laboratory				
Safety	will work with a fume hood A				
	will generate hazardous chemical waste	•			
	are at risk of exposure to human materials (blood, tissue, cells, bloodborne pathogens)				
Biosafety	will use biohazardous materials in a BSL2 lab				
Biosurcty	will use a biosafety cabinet A				
	will work with viral vectors	•			
	will work with aerosol transmissible pathogens	•			
	will handle radioactive materials	•			
Radiation	will work with radioactive sealed sources	•			
Safety	will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)	•			
Laser Safety	will work with Class 3B or 4 lasers	•			

	Safety Office Administered								
Laboratory Safety Orientation	Hazardous Waste Online Training 1	Aerosol Transmissible Disease Training 1	Comprehensive Biosafety ²	Bloodborne Pathogens ¹	Radiation Safety Orientation 3	Radioactive Sealed Sources 3	X-ray Diffraction Training	Laser Safety Training 4	
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*Note: <u>Lab Specific Training</u> is conducted and documented by the laboratory. The <u>Workplace Specific Safety Training</u> is available on the <u>Safety website</u> to assist with completing and documenting Lab Specific Training.

To sign-up for Training: Go to 'MyLearn', available through <u>access.caltech.edu</u>, and select 'Instructor-Led'

Other Training Available: EH&S offers a wide array of trainings, many of which are available on demand. Please visit the training website at: https://safety.caltech.edu/training-/training-opportunities for a full list of available courses.

NEED HELP? ◆ CONTACT SAFETY!

Phone: (626) 395-6727; Email: safety.training@caltech.edu; Website: www.safety.caltech.edu

Key: Refresher training required ¹ = Annually (available online); ² = Every 3 years for specific modules that apply;

^{3 =} Determined by Radiation Safety Officer, contact Safety; 4 = Every 2 years; A = Available from Safety Office upon request.