SAFETY CHECK-IN SHEET FOR CHEMISTRY AND CHEMICAL ENGINEERING

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

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

Space Occupancy:

Building: _____ Room(s): _____

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.

_____ _____ _____ 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

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 Safety Training Matrix for Laboratory Personnel 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.

Personal Information

Trainee's Name: _____ UID#:_____

Lab Group:_____ Position:_____

Building:_____ Safety Coordinator:_____

Laboratory Safety Orientation – *Required if working in a laboratory*

- ☐ Completion of Laboratory Safety Orientation. Instructions to register for this training can be found at: https://www.safety.caltech.edu/root-pages/lab-safety-orientation

Emergency Procedures – *Required*

- ☐ For Campus emergencies, dial 5000 from a campus phone or 626-395-5000 from a cell phone.
- ☐ Location of the nearest emergency exit and alternate route(s).
- ☐ Emergency assembly point for the building: _____
- ☐ Location of fire extinguishers, eyewash & shower stations, first aid kits, AED's, and pull stations.
- ☐ Contents of the Caltech Emergency Response Guide.
- ☐ Notify Faculty/Supervisor of any injury, illness, near miss, or unsafe conditions.
- ☐ Update emergency contact information at http://access.caltech.edu.
- ☐ How to retrieve Safety Data Sheets (such as at https://safety.caltech.edu/root-pages/sds) if applicable.

I have reviewed and understand the above-mentioned Emergency Procedure items.

Trainee's Signature_____**Date:**_____

Trainer's Signature_____**Date:**_____

Continue to page 2…

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	Training Topic	Date Trained	Trainer's Initials	Trainee's Initials
☐	Biological Safety Cabinet (tissue culture hood) Use			
☐	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			
☐	High pressure applications			
☐	High vacuum applications			
☐	High voltage applications			
☐	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:			
☐	Other:			
☐	Other:			
☐	Other:			
☐	Other:			
☐	Other:			