

The ASU School of Life Sciences has instituted an Injury and Illness Prevention Program [IIPP]. This program is designed to mitigate health related problems associated with the work place. In General, it is the responsibility of SoLS to provide information and resources so that you, the employee, can perform your job in a safe manner. Your responsibility is to:

1. Follow all rules, safety guidelines and established safe work practices.
2. Report unsafe work practices to supervisor or SoLS Safety Committee.
3. Participate in safety training sessions as requested.
4. Offer suggestions and/or comments to help to maintain and even improve a safe work environment.

This checklist is to be completed as a part of your employment agreement. Your supervisor shall orient you to the safety features of your lab and introduce you to procedures that promote lab safety.

I. EMERGENCY PROCEDURES

- Access & Egress – Evacuation Procedures.** Location of exits noted.
 - Importance in maintaining clear exits, doors and aisle ways.
 - Description of Building Evacuation Plan.
- Fire extinguishers.** Location(s) noted.
- Emergency Eye Wash and Showers.** Location(s) noted
- Chemical spill kits.** Location(s) noted.
 - Procedures regarding response to an accidental spill should be described.
- First aid kit.** Location noted.
- Emergency Response**
 - Obtain medical care – Call 911.
 - Report injury or symptoms of illness to supervisor within 24 hours.
- Safety Documents.** Material Safety Data Sheets: Location within the lab; 367 Briggs Hall. Location of Laboratory Safety Manual, including Training Materials and Safety Forms.

II. STANDARD OPERATING PROCEDURES FOR LABORATORIES [For laboratory personnel]

- Introduction to the work area, safety features and safe working practices.**
 - Personal protective equipment. Location or assignment of appropriate equipment.
 - Chemical storage & handling [including transport].
 - a. Flammables
 - b. Corrosives and contact hazardous chemicals
 - c. Reactive chemicals
 - d. Toxic chemicals
 - e. Carcinogens, reproductive toxins, highly toxic chemicals and chemicals of unknown toxicity
 - f. Explain proper containment, handling and labeling of chemicals; emphasize the need to label solutions
 - Fume hoods [where present]. Location(s) noted.
 - Chemical Waste, Sharps and Broken Glass containers. Location(s) of receptacles noted.
- Introduction to personal hygiene practices and behavior.**
 - Smoking is prohibited in all University buildings [including stairwells], and outdoors near building doorways.
 - Wash before leaving laboratory.
 - Identify areas where food and drink consumption and storage is allowed and prohibited.
 - Appropriate dress for the work place; no open toe shoes or short pants.
 - Emphasize safety aspects of keeping neat, clean and organized work stations.
 - Other laboratory hazards. Location(s) noted.
 - a. Hot plates
 - b. Potential electrical hazards
 - c. Cryogenic liquids, dry ice, ultra-low temperature freezers

I have completed my Orientation and have been informed of the above safety considerations.

Signature of Employee

Printed Name

Date

Signature of Lab Safety Officer

Printed Name

Date