



CERTIFICATE OF SAFETY ORIENTATION

FOR NEW LECTURERS AND TEACHING ASSISTANTS WORKING WITH HAZARDOUS MATERIALS IN LABORATORIES

Your official starting date:

How did you receive your initial safety orientation?

- Reading the handbook: *(Give completed form to dept office.)*
Safety for New Lab Instructors: *A handbook for lecturers and teaching assistants*
- Attending a training seminar (you may check off both if both apply)

Please print

Trainer's name: _____

Your First name:

Last Name

Department

What is your position at SFSU?

- Lecturer
 Teaching Associate
 Graduate Teaching Assistant
 Volunteer Employee

What is the name of the person you report to? His or her position?

- Teaching Lab Coordinator
 Staff Supervisor
 Faculty Supervisor

Safety Orientation Topics

- Health and safety contacts and safety program organization
- Injury & Illness Prevention Program at COSE
- Emergencies, Power Outages and Evacuation Procedures
- General Safety Principles: *includes electrical, slip/trip/fall, & seismic hazards*
- General Office Safety
- Fire Extinguisher Use & Types of fires
- Hazard Communication Program and Material Safety Data Sheets
- Chemical Storage and Hazard Classes
- Hazardous Waste Storage and Disposal Practices
- Eye Washes, Emergency Showers and Fume Hoods
- Location and overview of Chemical Hygiene Plan *[For laboratory workers only]*

Additional topics *(if any)*: _____

ACKNOWLEDGMENT OF SAFETY ORIENTATION

I have read the handbook entitled: **Safety for New Lab Instructors, *A handbook for lecturers and teaching assistants*** and/or I attended a safety orientation with my supervisor or designated trainer. I understand the information presented including who to contact in an emergency, where to find material safety data sheets and other safety information, what to do during a building evacuation and when to use fire extinguishers. I have had an opportunity to ask my supervisor questions concerning health and safety topics affecting my work area.

Signature of New Lecturer or GTA/Instructor

Date

Orientation Recall Exercise

Print Name: _____

Please circle your answers to the questions below.

1. **TRUE** **FALSE** In an emergency, I should call 911 from a campus phone or 415.338.7200 from my cell phone.
2. **TRUE** **FALSE** I can find copies of written documents such as the Injury & Illness Prevention Program and Hazard Communication Program in the stockroom or department office.
3. **TRUE** **FALSE** To prevent eye strain, it is good practice to look away periodically from your computer monitor or microscope so the eyes can rest.
4. **TRUE** **FALSE** When extension cords must temporarily be used, you should tape or otherwise secure them across doorways or walkways to both protect them and prevent a tripping hazard.
5. **TRUE** **FALSE** An IIPP is
 - (a) an Irksome Intelligence Prevention Policy
 - (b) an employer's written health and safety program that specifies the person(s) with the responsibility and authority to implement the safety program
 - (c) a program describing safety training, assessing work hazards, investigating accidents, & recordkeeping
 - (d) (b) and (c) only
6. **TRUE** **FALSE** When a room has a fire extinguisher, it is usually mounted near the exit door.
7. **TRUE** **FALSE** For type C electrical fires, water is the best extinguishing agent, so I should avoid using an extinguisher containing dry chemical, halon or CO₂.
8. **TRUE** **FALSE** When the fire alarm sounds, I must make sure that my students and I evacuate immediately and stay outside until the building has been cleared for re-entry – even if the alarm stops.
9. **TRUE** **FALSE** Which of the following pose hazards to building occupants in the event of an earthquake?
 - (a) unsecured bookshelves > 5 ft
 - (b) overhead storage of heavy items
 - (c) chemicals stored in shelves with no lip or other restraint
 - (d) all of the above
10. **TRUE** **FALSE** All containers must have a legible label identifying what is inside, even distilled water and soap.
11. **TRUE** **FALSE** Material Safety Data Sheets (MSDS) convey information about the hazards and physical characteristics of chemicals and products like toner, detergents and solvents.
12. **TRUE** **FALSE** My department safety coordinator is the department stockroom manager (except Math/CompSci).
13. **TRUE** **FALSE** Each compressed gas cylinder must be securely attached to the wall or heavy furniture with 2 chains or brackets at the top and bottom third of the cylinder.
14. **TRUE** **FALSE** Hazardous waste may be stored in a satellite accumulation area (SAA) until it evaporates or someone finds it and takes it to the stockroom or pours it down the drain.
15. **TRUE** **FALSE** When using a fume hood, the sash should be as high as possible both to allow enough air to flow into the hood and to see the work being done more clearly.

Return this completed safety orientation form to your department office or stockroom no later than 30 days after starting work.