



Record of Initial Safety Training

Employee Note: Under California Law, you are entitled to receive certain safety information from your employer. This information includes access to Material Safety Data Sheets, preventive measures for handling hazardous substances at work, and how to obtain copies of medical or exposure records kept by your employer.

Part I. Principal Investigator Section

A. I have instructed the undersigned new hire in the practices and rules below:

- Emergency procedures for shutting down laboratory equipment and building evacuations
- Location of the **Chemical Hygiene Plan, Injury & Illness Prevention Program** and **MSDS**
- Biological materials and handling of broken glass, razor blades, syringes and other "sharps"
- Hazardous materials storage, including compressed gas cylinder storage and use
- Hazardous waste: Satellite Accumulation Area(s), the 60-day storage limit, waste ID tag
- Eye protection, gloves and other personal protective equipment for specific tasks
- Physical/health hazards (i.e., flammable, irritant) and signs & symptoms of overexposure (i.e., eye irritation, headache) to the chemicals in the work area
- Safe work practices and methods of detecting and cleaning up releases and spills

FALL SPRING SUMMER Year _____ Dept _____

The undersigned has completed an initial safety orientation which includes the above topics and I have reviewed the potential safety and health hazards in my work area.

x _____
P.I. Signature

P.I.'s Printed Name

Part II. New Hire Section

1. What is your FIRST name? _____ LAST? _____ Start Date? _____
2. What is your JOB? Visiting Faculty Research Assistant Staff
 Official Volunteer ORSP Researcher Post-Doc
3. Will you BE SUPERVISING others (including students)? YES NO
4. Do you know where to find lab-specific safety procedures and information? YES NO
5. Do you know how to safely shut down equipment/experiments in emergencies? YES NO
6. If you are working with carcinogens, do you understand the protocols? YES NO
7. Were chemical storage locations and guidelines reviewed with you? YES NO

Acknowledgement of Training & Participation Agreement

- The Principal Investigator or Lab Manager reviewed campus safety, health, and emergency policies with me and/or provided me with written materials explaining them.
- I will not knowingly undertake a potentially hazardous task for which I have not been adequately trained nor will I direct others to do so.
- By my signature, I am indicating that I agree to abide by the campus and lab-specific health and safety policies reviewed with me.

New Hire's Signature: x _____

Date: _____

Supervisor Note: Under the University's Injury & Illness Prevention Program and Chemical Hygiene Plan, supervisors are responsible for informing their personnel of work hazards and for training them in safe work procedures. This initial safety orientation may be done individually or by group. Documentation of training is due within 30 days of their start date.

Part III. Material Safety Data Sheet ReviewFind an MSDS for Acetic Acid Ethanol Phenol Other _____a. What method was used? Computer Paper file in lab Paper File Stockroom

b. Name at least one target organ: _____

c. Name a material incompatible with your chemical: _____

d. What is the most significant health hazard? _____

Part IV. Safety Orientation "Recall Exercise"

1. **TRUE FALSE** When the fire alarm sounds, I must evacuate the building right away and stay outside until I'm told to return by police or evacuation team.
 2. **TRUE FALSE** I can assume unknown chemical byproducts are safe, unless I have proof they're hazardous.
 3. **TRUE FALSE** The window sash of a chemical fume hood should be closed whenever it is not being used to contain unexpected reactions.
 4. **TRUE FALSE** At SFSU, fire extinguishers, if available, are usually mounted by exit doors.
 5. **TRUE FALSE** I need to put identifying labels on squeeze bottles of distilled water, soap, and acetone even if everyone in the lab knows what it is in them.
 6. **TRUE FALSE** Safety glasses with side-shields are designed to protect the wearer from chemical splashes.
 7. **TRUE FALSE** Taking "universal precautions" means treating every biological material as if it is pathogenic.
 8. **TRUE FALSE** A Material Safety Data Sheet contains detailed information on a chemical's hazards, physical properties, incompatibilities, AND exposure control measures.
9. Which of the following statements is/are **FALSE** about hazardous waste?
- (a) There are no policies or established procedures for dealing with hazardous waste.
 - (b) Chemical waste may stay in the fume hoods for at least 90 days, as long as there is room.
 - (c) A Satellite Accumulation Area for hazardous waste must have a posted sign.
 - (d) Waste containers must have a completed waste ID tag attached and be kept no longer than 60 days from the day the first drop of waste was added.
10. Which of the following statements is/are **TRUE** about personal protective equipment?
- (a) Lab coats and closed-toe shoes are not necessary in most labs and are not "protective".
 - (b) Dust masks offer protection from hazardous vapors, and gases.
 - (c) All eye wear marked for use with laser or ultraviolet light can be used interchangeably.
 - (d) It is just as important to wear the right kind of protective equipment as it is to wear it correctly.

Print Your Name: _____

Date: _____