CALIFORNIA STATE UNIVERSITY FULLERTON
ENVIRONMENTAL HEALTH AND SAFETY

SITE SAFETY ORIENTATION CHECKLIST

For Labs or Technical Areas

Lab Trainee Name (Print)	CSUF CWID #	CSUF Email

PI or Lab Supervisor Name (Print)	PI or Lab Supervisor Signature	Date

Laboratory Site Safety Orientation

Before completing this form all laboratory personnel need to have successfully completed the Safety and Laboratory Training (S.A.L.T) Seminar or **the online Laboratory Safety Training course (Part A and B).**

Initial next to each item to confirm that you have received site specific training on the indicated topic.

Mark with an "X" where not applicable

Initial/Date	Emergency Procedures
	Fire alarm pull station: Location(s) (_____) and usage instruction.
	Eye wash/safety showers: Location(s) (_____) and usage instruction.
	Fire Extinguisher: Location(s) (_____) and usage instruction.
	First Aid Kits: Location(s) (_____) and description of content.
	Chemical Spill Kit: Location (_____) and usage instruction.
	Phone: Location(s) (_____), dialing, and 911 dialing instructions
	Emergency Information Guide: Location of poster (_____) and discussion of scenarios.
	Primary and secondary routes of egress: Walk both pathways to Emergency Assembly Area; review evacuation procedures for disabled employees/students, if applicable
	Emergency assembly area: Review Lab/Shop gathering point and evacuation procedures.
	Emergency Notification: Review of how the system works and how to enroll in text message program; Visit http://prepare.fullerton.edu/emergencynotification/
	Engineering Controls (where applicable)
	Chemical fume hoods: Demonstration of proper use.
	Biological safety cabinets: Demonstration of proper use and instruction on adjustable controls.
	Chemical Storage: Locations (_____) and segregation rules.
	Other engineering controls (glove boxes. Snorkels, gas cabinets, laminar flow benches): Demonstration of proper use and instruction on adjustable controls. Describe: _____

Initial/Date	
_____	**Administrative Controls (where applicable)** Laboratory Safety Manual (including Chemical Hygiene Plan) or Shop Safety Manual: Location. (_____) and content description: _____.
_____	Safety Data Sheets (SDSs): Demonstrate electronic and/or hard copy access to SDS repository.
_____	Laboratory Standard Operating Procedures (SOPs)/Protocols Location of written SOPs (_____), description of required approvals, identification of chemical processes/areas required specific SOPs.
_____	Determine additional hazard-specific safety courses needed and enroll in courses.
	Personal Protective Equipment (where applicable)
_____	**Lab Coat**: Should be worn when there is the potential for hazardous material -either liquid or particulate- to contaminate clothing or skin. Certain labs require flame resistant lab coats.
_____	**Eye Protection:** Approved eye protection (visorgogs or chemical splash goggles) is required for all people in all locations where chemical, biological, or physically hazardous materials have been identified.
_____	**Gloves:** Location(s) (_____), knowledge and resources to select the correct type and instructions on how to properly don and doff.
_____	**Footwear:** Closed-toe shows must be worn at all times in labs. Perforated shoes, sandals, high heels, and flip-flops are not permitted as such shoes offer no barrier between the lab worker and hazardous materials, broken glass, or falling objects.
_____	**Other:**
	Waste Disposal
_____	Hazardous Waste Accumulation Area: Demonstrate location, proper labeling, proper storage requirements, and process to request pick-up.
	Other
_____	Understands safety procedures for specific operations (e.g. UV light, laser, safe use of specialized equipment, high voltage equipment, cryogen handling, etc.) Describe: _____
_____	Understands that there is no eating, drinking, preparing food, storing food, or applying cosmetics (lotions, lip balms, etc.) in the lab, if applicable.
_____	Other:
_____	Other:
_____	Other: