

Appendix II: Safety Orientation Checklist FACULTY, VISITING SCIENTISTS, POST-DOCS

Department Safety Program, Crop and Soil Sciences, Washington State University

Employee: _____ Supervisor: _____

- ___ 1. Thoroughly understand your responsibilities regarding the Departmental Safety Program. These responsibilities include but are not limited to: safety orientation program; first-aid training; accident prevention; accident reporting and investigation; hazard communication program; chemical hygiene plan; chemical spills policy; worker protection standard; radiation safety; biohazard handling; hazardous waste disposal; and an awareness of the Washington State University Safety Policies and Procedures Manual, the Laboratory Safety Manual, and the Radiation Safety Manual. Safety responsibilities are in effect in the classroom.
- ___ 2. Supervisors:
- ___ If you are a Supervisor, you are responsible for implementing and maintaining the provisions of the Department Safety Program. This applies to your workgroup(s) and workplace(s).
 - ___ Supervisors will maintain open communication with their supervisees and with safety committee members to ensure that safety problems are resolved.
 - ___ Supervisors will monitor work and safety conditions in their workplace to ensure compliance with regulations and safe practice, and will work to develop a positive attitude among employees toward accident prevention.
 - ___ Supervisors are responsible for providing safe working conditions for employees.
- ___ 3. Training:
- ___ Understand your responsibility in insuring that all employees in your jurisdiction have completed appropriate safety orientation(s). Immediate supervisors are responsible for orienting and training individuals undertaking new job responsibilities; this training should take place on the first day of employment on the new job.
 - ___ All employees will be oriented with the General Safety Orientation Check-list, and the orientation check-lists applicable to their specific work area.
 - ___ Employees who work under specified conditions (such as hazardous chemicals, radiation, lasers, heavy equipment) are to receive training as required by WSU SPPM S20.30.1. These checklists (signed and dated by the supervisor and the employee) and copies of certificates of training, become part of the employee personnel file in the main office.

- 4. Supervisors are to ensure that employees/students who use English as a second language are able to comprehend the orientation. Provide an interpreter, if necessary.

- 5. First Aid Training/Accountability
 - Principal Investigators are responsible for insuring that all workplaces are clearly posted with emergency contact information, including nearby worker with certified first air training. It is recommended that these be posted outside the workstation door.
 - There is to be a minimum of one first-aid/CPR trained individual in each laboratory or workstation under the supervision of the faculty member. It is recommended that all faculty members maintain current first-aid/CPR certification.
 - It is recommended that student laboratories and field trips include an individual with current first aid certification.
 - In addition, it is recommended that field trips should include an accountability system as to the students' whereabouts.

- 6. Personal Protection Equipment
 - Principal Investigators are required to provide adequate personal protective equipment as required by WISHA (WAC 296-24-075).
 - In addition, you are to ensure that all employees under your jurisdiction have been personally shown all relevant safety equipment locations and use, and are familiar with fire survival plans and evacuation routes.

- 7. Understand your responsibility in insuring that all accidents, injuries and illnesses are reported properly. Supervisors investigate all accidents and are to keep copies of all accident reports.

- 8. MSDS/Chemicals
 - The Principal Investigator is ultimately responsible for maintaining the MSDS file for work areas under his/her jurisdiction.
 - Chemical hazard information must be provided to employees prior to assignment of work with the hazard.
 - MSDS forms must be requested when chemicals are purchase, or be obtained via EHS or online MSDS ordering.
 - Proper handling procedures for transport of chemicals off campus, on campus, and between laboratories must be followed by all workers handling chemicals.

- 9. Principal Investigators are to ensure that the Chemical Hygiene Plan (Laboratory Safety Manual) is reviewed and updated annually.

- 10. It is the responsibility of administrators and Principal Investigators to ensure that biohazardous wastes generated by university units are handled in a safe manner, and that employees are properly trained.

- ___ 11. The Principal Investigator is ultimately responsible for the safe use of radioactive materials or radiation producing equipment.

- ___ 12. Principal Investigators or laboratory supervisors are required to perform, or to certify the performance of, a hazard assessment (safety self-inspection) for each functional space in the laboratory workplace. The certification must be in written form and contain the wording "Certification of Hazard Assessment", and must identify the area assessed and the date of assessment (WAC 296-24-07501). See Appendix XVIII for the safety self-inspection forms.

I have been introduced to all points in this safety checklist and fully understand them.

Employee

Date

Orientation Supervisor

Date