SAFETY CHECK-IN SHEET FOR CHEMISTRY AND CHEMICAL ENGINEERING

Researcher: _____ _____ _____
Last Name Printed *First Name Printed* *Signature*

Supervisor: _____ _____ _____
Last Name Printed *Signature* *Date*

Please check: ☐Grad Student ☐Undergrad ☐Post Doctoral ☐Staff ☐Visitor ☐Other

Training in Safety is required for everyone in the CCE Division. Before receiving a key authorization and starting work, everyone must have documented training in the following areas. Review the sections in the CCE Chemical Safety Manual indicated below, and initial and date when complete.

Safety Orientation for everyone, including office staff		Initial	Date
I.	Safety plan for the CCE Division *(page 4)*	_____	_____
II.	CCE Division Safety Organization *(page 5)*	_____	_____
III.	Hazard Communication Regulations *(pages 6-8)*	_____	_____
IV.	Injuries/Illnesses *(pages 9-10)*	_____	_____
V.	Safety Equipment *(pages 10-11)*	_____	_____
VI.	Emergency Evacuation Assembly Areas *(page 11)*	_____	_____
Laboratory Safety – for researchers in chemical laboratories			
VII.	Viewing Safety Video *(pages 11-12 and view safety video))*	_____	_____
VIII.	Electrical Equipment *(page 12)*	_____	_____
IX.	Hazardous Waste Disposal *(pages 13-16)*	_____	_____
X.	Spill Clean-up *(pages 17-19)*	_____	_____
XI.	Responding to an Incident *(page 20)*	_____	_____
XII.	Safety Consideration in Work Planning *(pages 21-23)*	_____	_____
XIII.	Group Safety Plans *(page 23)*	_____	_____
XIV.	General Laboratory Safety Inspection *(pages 23-24)*	_____	_____
XV.	Prestart-Up Inspection/Reactive Chem. Pgm. *(pgs 24-27)*	_____	_____
XVI.	Hazard Identification Diagram *(pages 28-30)*	_____	_____
XVII.	Health Hazards of Chemicals *(pages 31-39)*	_____	_____
XVIII.	Information Sources for Hazard Evaluation *(pages 40-41)*	_____	_____
XIX.	Peroxide-Forming Compounds *(pages 41-45)*	_____	_____
XX.	Oxidizing/Explosive/Shock Sens. Materials *(pages 45-48)*	_____	_____
XXI.	Air- or Water-Sensitive Materials *(pages 49-50)*	_____	_____
Group Safety – Procedures developed by each research group and topics that are covered in documents other than the CCE Division Chemical Safety Manual. Consult with your Group Safety Officer.		_____	_____

Group Safety Officer Signature _____ Date_____

When complete, return this form to Paul Carroad (mail code 164-30, 162 Crellin Lab).