

# California Institute of Technology

## Workplace Specific Safety Orientation Checklist for Incoming Researchers

The Caltech Academic Divisions are concerned that all researchers know, understand, and observe good safety practices and procedures. For your benefit and safety, we require that you complete this safety checklist together with the Safety Officer in your laboratory. This must be done immediately!

### Instructions

Please discuss the items on this sheet with the Safety Officer in your laboratory or with your mentor. Check off the items or mark N/A if they do not apply to your research environment. (Note: The Emergency Procedures section applies to all researchers).

Every researcher must receive work area specific safety training before starting a project in a laboratory. Safety training should:

- Discuss Emergency Procedures
- Discuss available safety related resources including [www.safety.caltech.edu](http://www.safety.caltech.edu)
- Discuss lab specific hazards which may include processes, equipment, chemicals and/or contact with animals

The researcher must provide the name of the group's Safety Officer or Mentor, sign the form and return it to the appropriate Division Office.

### Personal Information

<b>Researcher's First Name:</b>	_____	<b>Researcher's Last Name:</b>	_____
<b>Phone:</b>	_____	<b>Email:</b>	_____
<b>Position:</b>	_____	<b>Lab Group</b>	_____
<b>Safety Officer Last Name</b>	_____	<b>Safety Officer First Name</b>	_____

### Emergency Procedures

- For Campus emergencies, dial 5000.
- Location of the nearest emergency exit and alternate route.
- Emergency assembly point for the building: \_\_\_\_\_
- Location of fire extinguishers, eyewash and shower stations, first aid kits and pull stations.
- Contents of the Caltech Emergency Response Guide.
- Notify Safety Officer or supervisor of any injury/illness at work.
- Campus Hot Line 1-(626) 395-3291 and 1-(888) 427-7465
- Update emergency contact information at <http://access.caltech.edu>
- Material Safety Data Sheets locations (<http://www.safety.caltech.edu/msds> ).

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## Hazard Specific Training

For a list of trainings available through the Safety Office go to [www.safety.caltech.edu](http://www.safety.caltech.edu)

Check Applicable Hazards	Topic	Training By (Safety Office, Safety Officer, other)	Date Trained
<input type="checkbox"/>	New Researcher Orientation		
<input type="checkbox"/>	Biological Safety		
<input type="checkbox"/>	Bloodborne Pathogens (working with human cells, blood, tissue and fluids)		
<input type="checkbox"/>	Chemical Handling Procedures		
<input type="checkbox"/>	Chemotherapy/ cytotoxic drugs		
<input type="checkbox"/>	Controlled Substances		
<input type="checkbox"/>	Cryogenics		
<input type="checkbox"/>	Euthanasia/anesthetic agents.		
<input type="checkbox"/>	Hazardous Waste Handling		
<input type="checkbox"/>	High pressure applications		
<input type="checkbox"/>	High vacuum applications		
<input type="checkbox"/>	High voltage applications		
<input type="checkbox"/>	Hydrofluoric acid handling		
<input type="checkbox"/>	Non-innocuous euthanasia/anesthesia agents		
<input type="checkbox"/>	Personal Protective Equipment		
<input type="checkbox"/>	Radiation (ie laser, UV, etc)		
<input type="checkbox"/>	Radiation (ie. X-ray)		
<input type="checkbox"/>	Radioactive isotopes		
<input type="checkbox"/>	Standard wet chemistry		
<input type="checkbox"/>	Other:		
<input type="checkbox"/>	Other:		
<input type="checkbox"/>	Other:		

I reviewed and understand the above-mentioned Safety Orientation items.

**Researcher's  
Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Safety Officer's  
Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

When completed please return form via campus mail to the appropriate Division Administrator Office and retain a copy for your records.

Division	Division Administrator	Mail Code
<input type="checkbox"/> Biology	Use Biology Specific Checklist	156-29
<input type="checkbox"/> Chemistry and Chemical Engineering (use CCE specific checklist available through division office)	Judith Stanton	164-30
<input type="checkbox"/> Engineering and Applied Sciences	Use EAS Specific Checklist	Check with Building Administrator
<input type="checkbox"/> Geology	Aleen Boladian	170-25
<input type="checkbox"/> Physics, Math and Astronomy	Jennifer Ibrahim	103-33