

Employee Laboratory Safety Checklist

Employee _____

Supervisor _____

Review date: _____

MSFC Directives & Documents	Yes	No	N/A	Comments
Has employee				
been shown how to access electronic ISO 9000 website?				
received list of SHE documents in the MIDL?				
reviewed MPD 1840.3, "MSFC Emergency Plan"?				
received a SHE "Pocket Guide" (green book)?				
Personal Protective Equipment				
Has employee				
been supplied with safety glasses?				
been supplied with the appropriate chemical protective gloves?				
been supplied with a lab coat?				
been supplied with hearing protection (ear plugs), if needed?				
Does employee require a respirator? If so, when is fit-test date.				
been shown location of eyewash stations and safety showers for each area?				
been shown how to operate eyewash stations and showers?				
shown where to obtain additional PPE? Bldg./Room				
Chemical Handling				
Has employee				
been shown all locations where MSDSs are maintained?				
been shown how to access MSDSs electronically? MSFC website.				
been instructed on how to read and use MSDS?				
been discouraged from handling any chemical they do not feel qualified to do so?				
been instructed not to handle chemicals while working alone?				
been shown where blank or pre-printed chemical labels are maintained?				
been instructed on chemical labeling requirements (info to put on the label)?				
been instructed on segregation of chemical types in each cabinet or room?				
been shown how to determine appropriate PPE for various types of chemicals?				
been instructed on the importance of good personal hygiene when working with chemicals?				
Fume Hoods				
Has employee				
been shown locations of hood(s) in their work area and how to operate them?				
been instructed on who to contact if a fume hood is not working properly?(EG&G for maintenance & Env. Health for flow check)				
been shown the proper procedures for working with chemicals within a fume hood (ie. keeping sash closed as much as possible & keeping				

Employee Laboratory Safety Checklist

chemicals 6-8" back from front edge of the hood)? Not to use hood to store chemicals.				
Hazardous Wastes	Yes	No	N/A	Comments
Has employee				
been instructed on hazardous and controlled waste program (H&C)?				
been shown where H&C waste containers located in their work area? Solids _____ Bases _____ Aerosols _____ Acids _____ Flammables _____ Oils _____ other _____				
been instructed on segregation of wastes and how to read waste containers?				
been instructed on hazards of mixing wastes and precautions to take?				
been instructed on what is included as H&C wastes?				
been instructed on procedures to take for a spill situation (Call 911 for those they cannot handle)?				
Medical				
Has employee received a physical at the Medical Center within the past 12 months?				
Does employee have any identified chemical sensitivities or latex sensitivity?				
Is the employee working around ionizing radiation and do they have the proper monitoring device (TLD badge), if needed?				
Does the employee have any duty restrictions by the Med. Center?				
Fire Safety				
Has employee				
been shown where building evacuation maps are located?				
been instructed to dial 911 to report fires?				
been instructed on the usage of fire extinguishers being voluntary and only if qualified?				
had instruction and training on the use of fire extinguishers?				
been taken to assembly areas near their normal work site?				
been shown the allowable smoking areas?				
Electrical Safety				
Has employee				
been instructed to not "daisy chain" power strips or extension cords?				
been instructed to not overload electrical outlets?				
been instructed to check conditions of electrical cords before use?				
been notified of Portable Appliance Permit requirements?				
Compressed Gas Cylinders				
Has employee				
been instructed to assure cylinders are secured properly to prevent tip over?				
been instructed to assure cylinders are properly capped when not in use?				
been instructed on proper handling methods for transporting cylinders?				
been instructed to verify the proper regulator is being used?				
been instructed in the usage of plumbed compress gas systems?				

