SAFETY CHECK-IN SHEET FOR CHEMISTRY AND CHEMICAL ENGINEERING

Researcher:

Name Printed ___________________________ ___________________________ Signature UID

Supervisor:

Name Printed ___________________________ ___________________________ Signature Date

Please check: ☐ Undergraduate Student ☐ Graduate Student ☐ Post Doctoral ☐ Staff ☐ Visitor ☐ Volunteer/Guest ☐ Visiting Student Researcher ☐ Other: ___________________________

Training in Safety is required for everyone in the CCE Division. Before beginning work, each new researcher must have documented training in the following areas. Review the sections indicated below and initial and date when complete.

Safety Orientation for all, including office staff

I. Safety plan for the CCE Division (page 5)  I have read and understood items I-VI

II. CCE Division Safety Organization (page 6)

III. Hazard Communication Regulations (pages 8-10) Initial Date

IV. Injuries/Illnesses (pages 11-13)

V. Safety Equipment (page 14)

VI. Emergency Evacuation Assembly Areas (page 15)

Laboratory Safety – for researchers in chemical laboratories

VII. Viewing Safety Videotapes (page 16)  I have read and understood items VII-XXI

VIII. Electrical Equipment (page 17)

IX. Hazardous Waste Disposal (pages 18-22) Initial Date

X. Spill Clean-up (pages 23-25)

XI. Responding to an Incident (page 26)

XII. Safety Consideration in Work Planning (pages 27-29)

XIII. Group Safety Plans (page 30)

XIV. General Laboratory Safety Inspection (page 31)

XV. Prestart-Up Inspection/Reactive Chemical Program (pages 32-34)

XVI. Hazard Identification Diagram (pages 36-39)

XVII. Health Hazards of Chemicals (pages 40-50)

XVIII. Information Sources for Hazard Evaluation (pages 51-52)

XIX. Peroxide-Forming Compounds (pages 53-57)

XX. Oxidizing/Explosive/Shock Sensitive Materials (pages 58-61)

XXI. Air- or Water-Sensitive Materials (page 62)

Group Safety – Consult with your Group Safety Officer for specific procedures developed by each research group and topics covered in documents other than the CCE Chemical Safety Manual. For students in rotations or changing to a new lab, group, or location, please retrieve a copy of this form to have the new supervisor and group safety officer sign when additional training is complete.

Group Supervisor Signature Safety Officer Signature Date In ________ Out________

Group Supervisor Signature Safety Officer Signature Date In ________ Out________

Group Supervisor Signature Safety Officer Signature Date In ________ Out________

When complete or to resubmit with change of lab/group/location, return this form to:

Chemistry Division Office  Mail code 164-30, Office -168 Crellin ccdiv@caltech.edu

For office use only:

Keys/Card-swipe/Proxy access issued ________________________________________________________________

Office assigned ___________________________ ___________________________ ___________________________