

## **On-boarding Department Safety Check-List**

Welcome to the CSU Chemistry Department! As part of your welcome, we ask that you go through each of these items with a current departmental member (student, faculty or staff) to identify the location and procedures for usage in your new workspace.

### **GENERAL LAB CONSIDERATIONS [for each lab space your group works in, including common spaces]**

- \_\_\_ First aid kit [location(s), what to do when incomplete]
- \_\_\_ Fire extinguishers [location(s), lab-specific chemical considerations]
- \_\_\_ Fire blankets [location(s), how to use]
- \_\_\_ Safety shower and eyewash [location(s), how to use, lab-specific chemical considerations]
- \_\_\_ Glassware [cleaning procedures; identify any chemical hazards]
- \_\_\_ Broken glass container [location(s), how to use, what to do when full]
- \_\_\_ Circuit breaker(s) for each outlet in lab [location(s); who to call if problems]
- \_\_\_ Chemical spill kit [location(s); lab-specific considerations]
- \_\_\_ AED [location(s), how/when to use]

### **HAZARDS**

- \_\_\_ Walk through lab equipment [location; SOPs; hazards; emergency shut off]
- \_\_\_ Hazardous waste [location(s), complete EHS training]
- \_\_\_ Chemical storage [location(s), hazards; labeling and inventory approach]
- \_\_\_ Compressed gasses [safe usage and SOPs; storage and transport procedures]
- \_\_\_ Radiation hazards [location(s), required training]
- \_\_\_ Biological materials [location(s), hazards, specific training]



## DEPARTMENT CONSIDERATIONS

- \_\_\_ Main office [location; who to help with what]
- \_\_\_ Fire alarms [location(s), when to use]
- \_\_\_ Nearest exit [location(s), fire exit procedures]
- \_\_\_ PPE [location(s), lab-specific considerations]
- \_\_\_ Rules for working alone [lab-specific]

## USEFUL CONTACT INFORMATION

- Someone is Hurt or other Safety Risk:
  - Dial **911**, as appropriate
  - Fill out the Workers' Compensation Incident or Claim section - <http://rmi.prep.colostate.edu/incident-reporting/>
- Minor First Aid (cuts; etc): Fill out the Safety Concern/Near Miss Reporting section - <http://rmi.prep.colostate.edu/incident-reporting/>
- Near-Miss (accident could have happened): Fill out the Safety Concern/Near Miss Reporting section - <http://rmi.prep.colostate.edu/incident-reporting/>
- ALL INCIDENTS (including near-miss)
  - Please fill out the [department incident report](#) also.
- For building repairs, lights out, water leaks, air out, etc. contact the Assistant Building Proctor/Office Manager. If after hours, please call Facilities Dispatch at (970) 491-0077 and send an email to the Office Manger detailing what you reported.

## MORE DEPARTMENT SAFETY INFORMATION

- safety manual: <https://www.chem.colostate.edu/faculty-staff/safety-manual/>