

K-State Plant Pathology Department

NEW EMPLOYEE SAFETY ORIENTATION CHECK LIST

You and your supervisor are required by the Department to complete this form together. Please give this form to your supervisor, they will then initial each point as it is covered, any items that do not apply to your specific situation should be marked N/A. Supervisor, please make two copies of this check list after you and the employee have signed it. Submit the original to the Plant Pathology Human Resources Person; keep one copy and give a copy to the employee. **This form is required for ANY NEW EMPLOYEE (faculty, staff, post-docs, RA's, student hourly, etc.).**

Name of New Employee _____

Position _____ Date _____

- _____ Provided a copy of the Plant Pathology Department Good Laboratory Safety Practices and requested the new employee to read it.
- _____ Reviewed minimum housekeeping standards and where cleaning supplies are stored.
- _____ Explained the policies and procedures for disposing of broken glassware, used sharps, burned-out lamps, discharged batteries, and chemical wastes.
- _____ Gave general policies and safety orientation for using state vehicles and indicated what to do if involved in a vehicle accident (see Emergency Action Manual).
- _____ Gave operation and safety orientation for all equipment the new employee will be using. List equipment:

- _____ Indicated the location of the EMERGENCY INFORMATION POSTER in the lab.
- _____ Indicated the location of Material Safety Data Sheets (MSDS) for the project/lab and explained how to file and use the MSDS.
- _____ Indicated the location of the KSU Radiation Safety Manual and explained general policies and procedures for ordering and using radioactive materials in the lab.
- _____ Located First Aid Kit(s) for all areas that the employee will work.
- _____ Located the eyewash and/or safety shower station(s) for all areas that the employee will work and explained how to use them.
- _____ Located the Emergency Spill Cart. (RM 4404)
- _____ Located fire extinguisher(s) for all areas that the employee will work.

_____ Informed the new employee where Personal Protective Equipment (PPE) is kept and how to gain access to it when needed. The following PPE will be used for the job:

Safety Glasses _____	Goggles _____	Earplugs _____
Dust Masks _____	Resp. Mask _____	Resp. Filters _____
Gloves, Leather _____	Gloves, Latex _____	Lab Coats _____
Tyvek Suits _____		

NEW EMPLOYEES ARE REQUIRED TO ATTEND DEPARTMENTAL ORIENTATION SESSIONS IN THE FOLLOWING AREAS BEFORE THEY MAY BEGIN WORK.

_____ Viewed the video “Practicing Safe Science”.

_____ Tour and detailed instruction for the use of all departmental autoclaves lead by Bruce Ramundo. Group sessions will be scheduled at the start of every semester or schedule a time with B. Ramundo.

_____ Individual has completed (yes) (no, but needs to) (no, does not need) worker and/or handler training for pesticide use in the greenhouse or field. If needed training can be arranged through Marietta Ryba-White. Please note ALL employees must complete this training before they can work in the greenhouse or field.

_____ The employee was given the opportunity to respond and ask questions.

OTHER COMMENTS:

Supervisor: Name _____ Signature _____

Employee: Signature _____ Date _____

