

DEPARTMENT OF HORTICULTURE AND NATURAL RESOURCES

New employee (student) Safety Orientation Checklist

The new employee (student) and the supervisor are required to complete this checklist together. This should be signed by all employees and students who work in the lab/greenhouse/fields. Two copies of this form are needed, one for the employee and the other for the Human Resources personnel in the main office. Please visit HNR Lab Safety Practices and detailed safety information is available at the University Environmental and Health Safety website (EHS- <https://www.k-state.edu/safety/>) and the Ag. College EHS website (<https://www.ksre.k-state.edu/agsafe/>).

Date _____

Name of new employee (student): _____

eID _____

Position: _____

Name of Immediate Supervisor _____

Please mark 'yes', 'No', or 'NA' for each item below.

_____ Received a copy of the Departmental Lab/greenhouse/field safety Guidelines and understand the overall general safety practices and safety issues in relevant areas specific to the nature of my work.

_____ Aware of the accepted practices in disposing of broken glassware and sharp objects, burned-out lamps, and old batteries.

_____ Aware of policies in disposing of chemical wastes, especially hazardous ones.

_____ Aware of protocols to store hazardous chemicals, acids, and solvents.

_____ Aware of general safety issues in commonly used protocols and new equipment.

_____ Know the location of the Emergency Information poster in the lab.

_____ Aware of specific emergency responses in the event of an accident/emergency.

_____ Aware of specific emergency responses in the event of personal injury.

_____ Aware of specific emergency responses in the event of a fire.

_____ Explained specific emergency responses in the event of a chemical spill.

_____ Know the location of the first aid kit(s) and its contents.

_____ Know the location of fire extinguisher(s).

_____ Know the location of eye wash and safety shower and how to use them.

_____ Aware of the Emergency Spill Cart.

_____ Know the location of Personal Protective Equipment (PPE) and how to use them properly:

Gloves _____ Goggles _____ Safety glasses _____ Earplugs _____

Resp. masks _____ Resp. filters _____

Lab coats _____ Dust masks _____

_____ Understand biosafety and radiation safety issues (if applicable) in the workplace.

_____ Understand the policies/training to handle pesticide applications.

_____ Understand the importance of filing all the Material Safety Data Sheets (MSDS) in the workplace.

_____ Know the policies and guidelines in using greenhouse and growth chamber facilities.

Greenhouse/Field Locations:

- _____ Understand safety practices in using equipment and tools in greenhouse/field operations.
- _____ Understand handling of chemicals and pesticides safely.
- _____ Understand the policies in storing and disposal of chemicals safely under greenhouse/field conditions.

Comments:

Employee/student: Name _____ Signature _____

Supervisor: Name _____ Signature _____

Date _____