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:
  o Dial 911, as appropriate
  o Fill out the Workers’ Compensation Incident or Claim section -
    http://rmi.prep.colostate.edu/insurance/incident-reporting/
- Minor First Aid (cuts; etc): Fill out the Safety Concern/Near Miss Reporting section -
  http://rmi.prep.colostate.edu/insurance/incident-reporting/
- Near-Miss (accident could have happened): Fill out the Safety Concern/Near Miss Reporting section -
  http://rmi.prep.colostate.edu/insurance/incident-reporting/
- ALL INCIDENTS (including near-miss)
  o Please fill out the department incident report (you can get a copy of that from the Office Manager).
- 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 Manager detailing what you reported.

MORE DEPARTMENT SAFETY INFORMATION

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