Agreement to Adhere to Lab Safety Policies and Occupational Health and Safety Training and Awareness

Employee/Student: PI/Supervisor:

Building(s): Room(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document is an agreement between the employee/student and the PI/Supervisor to adhere all applicable safety policies and procedures during laboratory research conducted in the lab. *Please check each item that was discussed during training or documented during training*:

# General Safety Information

 All aspects of the [Chemical Hygiene Plan](https://ehs.illinoisstate.edu/research/chemical/)

 Explanation of personnel responsibilities

 How to find a [Safety Data Sheet (SDS)](https://illinoisstate.kha.com/)

 [Lab Safety Training](https://ehs.illinoisstate.edu/research/training/)

# Lab Specific Safety Issues

 Location and proper use of showers, eyewash stations, drench hoses and spill kits

 Knowledge and proper use of all utilities in a chemical fume hood

 Reviewed pertinent chemical safety Standard Operating Procedures for the lab

 Have been instructed on proper selection and use of Personal Protective Equipment (i.e. safety glasses, gloves, lab coat, etc.)

 Process for collecting, labeling, storing and disposal of hazardous waste generated in the lab

 Requirements for transporting chemicals and gases

 Safety precautions for handling extremely hazardous substances

# [Biosafety](https://ehs.illinoisstate.edu/research/biosafety/) N/A

 Reviewed the [Biosafety Manual](https://ehs.illinoisstate.edu/research/biosafety/) and applicable biosafety protocol(s)

 Completed Initial Biosafety [CITI](https://about.citiprogram.org/) training, if applicable

 Have been provided safety information and procedures related to applicable biohazards

 Post-exposure response actions

 Have been trained on proper use of an autoclave

 and decontamination procedures

# Emergency Procedures

 Locations of emergency evacuation assembly areas have been provided

 Where to meet emergency response unit

 Location of emergency contact numbers

 How to report an accident

 Where to go if injured (non-life threatening)

 How to respond to a chemical spill

# [Working with Animals](https://research.illinoisstate.edu/ethics/vertebrate-animals/) N/A

 Familiarization with IACUC Policies and Procedures

 Completed required IACUC [CITI](https://about.citiprogram.org/), [Zoonosis &](https://ehs.illinoisstate.edu/research/animals/)

 [Working Safely with Animals](https://ehs.illinoisstate.edu/research/animals/), and other training

 (Refer to [REC website](https://research.illinoisstate.edu/ethics/training/vertebrate-animals/) for vertebrate animal training

 requirements)

 Have completed a health screening and questionnaire (if applicable)

 Have reviewed and understand approved IACUC protocol(s) for the lab

# [Radiation Safety](https://ehs.illinoisstate.edu/research/radiation/) N/A

 Have been provided safety information on the isotopes or radiation producing devices

 Have completed radiation training for radioisotopes or radiation producing devices

 Have completed radiation safety training for ancillary personnel

We agree on (date) that the above-named employee/student has received and understood the training and information indicated by the checked items. We understand that failure to complete this form within two weeks of hire will be a violation of applicable safety procedure, such that the Department or School and University will not stand behind either party during investigation or prosecution of a safety violation. In addition, the PI/Supervisor have the responsibility to prevent the employee/ student from taking part in any work or experiment in their lab if this form is not completed.

**Please have the PI/Supervisor and Employee/Student sign and date below.**