

K-State Entomology Department
NEW EMPLOYEE SAFETY ORIENTATION CHECK LIST*

(Approved by the Entomology Faculty on December 13, 2000)

by Supervisor

Name of New Employee _____

Position _____ Date _____

_____ Provided a copy of the Entomology Department Good Laboratory Safety Practices (GLSP) and requested the new employee to read it.

_____ Reviewed minimum housekeeping standards and where cleaning supplies are stored.

_____ Indicated the locations of Material Safety Data Sheets (MSDS) for the project/lab and explained how to file and use the MSDS (Please see #2 and *Appendix I* in the GLSP).

_____ Explained the policies and procedures for disposing of broken glassware, used sharps, burned-out lamps, discharged batteries, and chemical wastes (Please see *Appendixes II-VI* in the GLSP).

_____ Indicated the locations of Emergency Action Manual of the K-Sate Research-Extension (Rooms 25, 123, 133 West Waters Hall) and indicated emergency convening locations for fire and tornado.

_____ Indicated the location(s) 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 eye wash or/and safety shower station(s) in the lab and explained how to use them.

_____ Located fire extinguisher(s) for all areas that the employee will work.

_____ Gave general policies and safety orientation for using state vehicles for the job by the new employee, and indicated what to do if involved in a vehicle accident (see Emergency Action Manual).

_____ Gave safety orientation for using major equipment for the job by the new employee. Such as:

_____ Understands that safety orientation will be given on minor equipment as needed, such as:

_____ Advised the new employee who will wear Personal Protective Equipment (PPE) for the job to receive training in the proper use and care of PPE (please see http://www.oznet.ksu.edu/pr_agSAFE/personalprotective3.htm).

_____ Informed the new employee where PPE is kept and how the employee gains access to 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	_____				
Other Supplies:	_____				

Notes:

- Annual medical testing (the pulmonary function test along with a physical examination) is required for employees that wear respirators.
- Annual medical testing (audiogram) should be offered to employees that are exposed to noise of 85 dBA Eight-Hour-Time-Weighted-Average or greater.

- Annual baseline test for cholinesterase activity in red blood cells should be offered to employees that work with cholinesterase inhibiting insecticides (organophosphates and carbamates) before the spraying/application season.

_____ Gave the new employee opportunity to respond and ask questions.

Other Comments:

Supervisor: Name _____ Signature _____

Employee: Signature _____ Date _____

* Please mark "N/A" for the situation not applicable to the new employee.

* Please make two copies of this check list after signed by both the supervisor and the employee. Submit the original copy to the Entomology Safety Committee chair for departmental record; File one copy with the supervisor and another copy with the employee.