

Checklist For UM Right-To-Know and Hazard Communication Policy

TO BE COMPLETED BY ALL NEW/TRANSFER EMPLOYEES AND THEIR SUPERVISORS ON OR BEFORE THE FIRST DAY OF EMPLOYMENT OR UPON THE INTRODUCTION OF A NEW HAZARD INTO THE WORKPLACE. THIS COMPLETED FORM IS **REQUIRED AND MUST** BE SUBMITTED TO THE APPROPRIATE PERSONNEL OFFICE AS SHOWN BELOW AND A COPY TO ENVIRONMENTAL HEALTH AND SAFETY.

EMPLOYEE'S NAME _____ SOCIAL SECURITY _____ DEPARTMENT _____

EMPLOYEE'S TITLE _____ PAYROLL CLASS (circle): FACULTY, STUDENT, STAFF, ADMINISTRATION,

This checklist certifies that instruction and training on proper procedures (as applicable) has been given to the employee by the supervisor in accordance with the following (check as appropriate):

___ Employee will not be exposed to hazardous substances, bloodborne pathogens or infectious agents. Complete Section 1 only.

___ Employee will be potentially exposed to hazardous chemicals. Complete Sections 1 and 2.

___ Employee will be potentially exposed to bloodborne pathogens and infectious agents. Complete Sections 1 and 3.

	Supervisor	Employee
SECTION 1 (General Safety)	(initials)	
Emergency procedures and exits, evacuation plan, fire pull stations, fire extinguishers.		
Engineering controls, guards, personal protective equipment.		
Respiratory protection, UM Respiratory Protection Policy.		
MSDS* availability, UM Right-to-Know and Hazard Communication Policy.		
Warning labels and hazard information symbols.		
SECTION 2 (Chemical Safety)		
Chemical storage procedures (segregation and incompatibility), location and use of spill kits.		
Properties of hazardous chemicals, detection methods.		
Nearest safety shower, eyewash fountain, first aid kit.		
Chemical waste reduction and disposal, UM Policy and Procedure for Hazardous Waste Disposal.		
UM Laboratory Safety Manual, UM Chemical Hygiene Plan.		
SECTION 3 (Biological Safety)		
UM Policy and Procedure for Handling of Biohazardous Waste.		
UM Bloodborne Pathogens Policy and Procedures (Exposure Control Plan).		
UM Tuberculosis Policy and Procedures		

*MSDS (Material Safety Data Sheet).

Employee's Name (Print) Signature Date

Supervisor's Name Signature Date

Comments:

**Original to appropriate personnel office with Personnel Event Form upon employment.
Copy to Office of Environmental Health and Safety.**

Copy of the Policy, forms, questions: Office of Environmental Health and Safety (R-23), P.O. Box 016960, Miami, FL 33101

Checklist Instructions

UM Right-To-Know and Hazard Communication Policy

General safety information is provided by Environmental Health and Safety to all employees during new employee orientation. It is the supervisor's responsibility to train the new employee in the recognition of those hazards which may be present in the employee's workplace. There is no substitute for the supervisor's role in training the new employee on hazard recognition and safe work practices. Only the employee's supervisor is in a position to determine those hazards present in the workplace, and the accepted methods and techniques the employee should follow to prevent exposure or injury.

The following guidelines should be followed as part of the training. Not all sections may apply.

SECTION 1 (General Safety)

- Emergency procedures and exits, evacuation plan, fire pull stations, fire extinguishers.
 - › Review with the employee the building's fire plan.
 - › Show the employee:
 - at least two ways to exit the work area.
 - the location of the nearest fire extinguisher, its type, and how it should be used.
 - the location of the nearest fire pull station.
 - where emergency telephone numbers may be found and how to summon help.
- Engineering controls, guards, personal protective equipment.
 - › Go over the various engineering controls and personal protective equipment available. These may include sharps containers, gloves, protective eye/foot wear, machine guards, respirators, fall protection, etc.
- Respiratory protection, UM Respiratory Protection Policy.
 - › If a respirator is to be used by the employee, review the UM Respiratory Protection Policy. Contact EHS, who will provide training, fit testing, and compliance assistance.
- MSDS availability, UM Right-to-Know and Hazard Communication Policy.
 - › Instruct the employee on how to obtain information about hazardous substances.
 - › MSDS information may be obtained from EHS (243-3400). If maintained by the department, the employee should be shown how to access MSDS.
- Warning labels and hazard information symbols.
 - › Explain to the employee how to read hazard labels, signs, and symbols, as well as the various procedures and equipment that should be used.

SECTION 2 (Chemical Safety)

- Chemical storage procedures (segregation and incompatibility), location and use of spill kits.
 - › Identify chemical storage areas for use by the employee.
 - › Show employee how to segregate incompatible chemicals.
 - › Train the employee on how to use spill kit(s), also its(their) location.
 - › Train the employee on the use and availability of personal protective equipment.
 - › Review the chemical disposal procedures.
- Properties of hazardous chemicals, detection methods.
 - › Explain what are the symptoms of exposure from chemicals used by the employee.
 - › Show how to recognize those chemicals present in the workplace.
 - › Test the employee's ability to identify the various chemicals stored or used, and the properties (flammable, corrosive, toxic, carcinogen, etc.) of those hazardous substances stored or used.
- Nearest safety shower, eyewash fountain, first aid kit.
 - › Show the employee where these items are located and how to use them in an emergency.
- Chemical waste reduction and disposal, UM Policy and Procedure for Hazardous Waste Disposal.
 - › Review minimization techniques used in the workplace.
 - › Go over the UM Policy and Procedure for Hazardous Waste Disposal.
- UM Laboratory Safety Manual, UM Chemical Hygiene Plan.
 - › Show where these documents are kept and review them with the employee.
 - › Conduct a mock safety inspection using the checklist contained in the UM Laboratory Safety Manual.

SECTION 3 (Biological Safety)

- UM Policy and Procedure for Handling of Biohazardous Waste.
 - › Show the employee how to handle and dispose of infectious waste.
 - › If waste must be inactivated before disposal, show how.
 - › Instruct employee on what containers should be used (i.e., red bags, sharps containers), and where these are located.
 - › Explain what precautions must be taken to avoid contamination.
- UM Bloodborne Pathogens Policy and Procedures (Exposure Control Plan).
 - › Review the UM Bloodborne Pathogens Policy and Procedure with employee and show where it is kept.
 - › Ascertain that the employee has undergone training required by law.
 - › Have employee sign a vaccination (consent/declination) form.
 - › Issue personal protective equipment to employee and provide instruction on its use.
 - › Train employee on safe work practices and the use of Universal Precautions.
- UM Tuberculosis Policy and Procedures.
 - › Review the UM Tuberculosis Policy and Procedures with employee
 - › Ascertain if the employee will have routine patient contact, work in areas where the ventilation is shared with patients, or work with human subjects from groups with high incidence of tuberculosis.

FOR ADDITIONAL ASSISTANCE IN COMPLETING THIS CHECKLIST, PLEASE CALL ENVIRONMENTAL HEALTH AND SAFETY.