

## Bartlett Group Laboratory Safety Form

Prior to working in the laboratory, you must complete the following checklist with the group safety officer. Initial each item in the list and sign below. Make two copies of this form—one for yourself and one to return to Professor Bartlett. Keep the original in the blue Chemical Hygiene Plan.

\_\_\_\_\_ I have completed the UM OSEH laboratory safety training course, and I will attend the annual group refresher training each January for as long as I am working in the group.

\_\_\_\_\_ I am aware of the UM chemical hygiene plan, including the group-specific hygiene plan as well as lab-specific standard operating procedures (SOPs). I know the general precautions to take when working with hazardous substances, including how to avoid contact and inhalation of hazardous substances, and how to contain these substances in the event of a spill. I know that if no SOP exists or if I am unfamiliar or unsure of performing any lab operation, I must first discuss my work with Prof. Bartlett.

\_\_\_\_\_ I know how to access MSDS (materials safety data sheets), and I will refer to these if I have any questions regarding the safe handling of any hazardous substance.

\_\_\_\_\_ I will keep accurate records of my research using an electronic notebook (E-Notebook).

\_\_\_\_\_ I understand that I cannot work with hazardous substances alone in the laboratory.

\_\_\_\_\_ I have access to the requisite personal protective gear (PPG), including but not limited to eye protection, protective apparel, and respirators. Before carrying out operations with hazardous substances, I will first assess what PPG is required and will wear what is appropriate for any operation. I will wear safety glasses in any location where hazardous substances are in use.

\_\_\_\_\_ I know where the spill control kits, first-aid kits, safety showers, eye washes, and fire extinguishers for each class of fire are located. I understand how to contain and clean spills involving hazardous substances, and I have been trained to use a fire extinguisher. In the event of flood, electrical, or any other emergency, I know where the circuit breakers are located and how to contact facilities.

\_\_\_\_\_ I understand the additional precautions necessary for working with particularly hazardous substances (PHSs: select carcinogens, reproductive and developmental toxins, and compounds with a high degree of acute toxicity). I know that these substances must be confined to a fume hood at all times, and that they must be stored separately in a ventilated cabinet in a secondary container.

\_\_\_\_\_ I know the added safety equipment and procedures required for working with materials under extreme pressure/temperature.

\_\_\_\_\_ I will maintain a clean work environment, and I know how to store and label hazardous waste both in the laboratory and in the main accumulation area.

\_\_\_\_\_ I have obtained (or will obtain as necessary) all of the additional safety training needed to conduct my research (e.g.—radiation, centrifuge, gas cylinder, cryogenic safety, etc.).

\_\_\_\_\_ I will consult with Prof. Bartlett on any issue that poses a potential hazard. If I observe a hazardous operation being carried out in an unsafe manner by a co-worker, I will call my co-worker's attention to the problem, and I will report any unsafe practices to Prof. Bartlett if the problem persists or is repeated.

Links to all safety documentation can be found on the web at <http://www.umich.edu/~bmbgroup/links.html>. My signature below affirms that I agree to all of the above items pertaining to good chemical hygiene in the Bartlett laboratory. **I understand that without signing this form, I cannot work in the laboratory.**

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Researcher's Signature

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Printed Name

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Date