

**Cornell University Clark Hall New Employee Orientation –
Academic and Non-Academic Experimentalists**

Provide the following safety information to any new member on the first day of employment and/or joining the group. Check off each item after it has been discussed with the new member. Sign and date the form and have the new member also sign and date it. Have the new group member take this completed form and the key authorization card to David Bowman in G22 Clark Hall. David will then issue the new member his/her building key(s). If the new member will not receive keys send the completed form to Colleen Murphy, 205 Baker Lab.

Group Name _____ Date _____
Print New Member Name _____
Job Title (check one): Department (check one):
_____ Faculty _____ LASSP
_____ Graduate Student _____ A&EP
_____ Post Doc _____ Physics
_____ Visiting Scientist _____ CCMR
_____ Research Assistant/Associate _____ CNS
_____ Undergraduate Student _____ Other: _____
_____ Other : _____

Laboratory/Facility room number _____ Telephone _____

Location of emergency equipment:

- _____ Chemical Hygiene Plan and Material Safety Data Sheets for lab chemicals and how to access MSDSs from web site
- _____ Fire extinguishers
- _____ Emergency shower and eyewash stations
- _____ Emergency telephones or lab phone (dial 911 for emergencies)
- _____ Spill control kit and first aid kit (if applicable)
- _____ Safety glasses, lab coats, protective gloves, safety shields other unique protective equipment (list) _____
- _____ Nearest fire pull station

Egress from lab/building during evacuation

- _____ Location of the emergency exit(s) from lab
- _____ instruct new member to:
 - _____ close door
 - _____ leave the lights on
 - _____ show emergency route from the floor (primary and secondary routes)
 - _____ explain that after leaving the building people should move 50' from the building

If new member will fill Dewars:

- _____ Take them to the nitrogen fill station and explain proper fill procedures (cryogen gloves, which fill station to use for your Dewar, how to set it up, etc.).

Clark Hall New Employee Orientation

Chemical storage/transport/shipping:

- _____ Location of gas cylinder receiving and storage areas
- _____ Location of bottle carriers
- _____ Location of chemical storage facilities within group (solvent cabinets, acid/base, oxidizer storage)
- _____ Advise new member that all chemical containers must be labeled with the full chemical name
- _____ Transport chemicals via bottle carriers, chemical shipping box, or a sealed secondary container
- _____ Shipment of chemicals (including samples to other institutions, returns to vendors) must use the Department of Chemistry and Chemical Biology Stockroom system. Contact Denise Wurtenberg 5-3356 for information.
- _____ Shipment of radioactive materials through CU EHS, shipment of biological agents is through the Vet School.

Hazardous Waste

- _____ Container location and the need for secondary containment
- _____ How to label bottles and complete waste labels including when to date
- _____ Bottles are to remain capped unless person is pouring material into bottle
- _____ Location of waste storage/pickup station (if different from fill station)
- _____ Drain disposal limited to approved materials and neutralization of some acids and bases (show Chemical Hygiene Plan)

_____ Used oil disposal

Sharps (hypodermic syringes and needles)

- _____ Inventory system for group
- _____ Location of locked drawers
- _____ Disposal containers location

_____ Lab Specific Procedures: (HF treatment and spill clean-up, high voltage systems Standard Operating Procedures, Biohazard containment and disposal, etc.)

Describe: _____

This new member safety orientation was given by _____
(group member signature) on _____ (date).

I, _____ (new member signature) was trained on the above date.

My email address is _____