

Annual Food Science and Human Nutrition Department Safety Checklist
 FSHN Safety Forms & Policies website (<http://www.fshn.hs.iastate.edu/faculty/safety.php>).

_____	_____	_____
Professor-in-charge	Room No. & Building	Date

Checklist completed by:		
_____	_____	_____
Name	Title	Phone

- _____ The Laboratory Safety Manual (LSM) has been reviewed with all laboratory personnel. The LSM can be viewed at (<http://www.ehs.iastate.edu/publications/manuals/labsm.pdf>)

- _____ Every person working in the laboratory has completed a safety check-in form and a copy has been placed in the LSM or lab safety binder. Safety check-out forms are completed for appropriate laboratory personnel & copies are located in the LSM or lab safety binder in the lab. Templates of the laboratory check-in and check-out forms to be used for this laboratory are on file in the FSHN office, 2312 FSB. Only new or updated templates must be sent to Joe Przybyszewski, 2312 FSB. Example check-in and check-out forms are located on the FSHN Safety Forms & Policies website at the top of this page.

- _____ Lab-Specific Safety Training is performed every year with all lab personnel and has been documented in the LSM or lab safety binder. The template only for the Lab-Specific Safety Training Form is on file in the FSHN office, 2312 FSB. Only new or updated templates must be sent to Joe Przybyszewski, 2312 FSB. An example form is located at (<http://www.fshn.hs.iastate.edu/faculty/safetyforms/SiteSpecifTraining-2008.pdf>).

- _____ Hazard Inventory Forms (<http://www.ehs.iastate.edu/forms/hazardinventory.pdf>) have been filled out for each new lab member (or updated for new methods that each lab member is using) and have been sent to EH&S.

- _____ Each lab member has performed a “Needs Assessment” of safety training courses as recommended by EH&S. [*Login to the EH&S Learning Center (<https://www.ehs.iastate.edu/cms/default.asp?action=article&ID=244&page=LC/login.asp>) and go to “My Training Needs” under Topics; then answer the questions and complete the required courses.*] The required safety training has been completed for all laboratory personnel, reviewed with the PI and documented in the Lab Safety Training History form (<http://www.ehs.iastate.edu/forms/lstraining.pdf>) and individual training course certificates are placed in the LSM or lab safety binder.

- _____ The Standard Operating Procedures (SOP) forms (for template from EH&S go to: <http://www.ehs.iastate.edu/forms/soptemplate.pdf>) for each similar group of methods performed in the lab have been completed and are placed in the LSM or lab safety binder. Reminder: laboratories using gas cylinders need to have SOP for handling gas cylinders (available at FSHN Safety Forms & Policies website).

- _____ The chemical inventory has been updated this calendar year and one electronic copy has been e-mailed to the FSHN safety officer, Joe Przybyszewski (jprzybys@iastate.edu) and to Jim Gunning at EH&S (ilgunni@iastate.edu) and a printed copy has been filed in the LSM or lab safety binder. Reminder: laboratories that use gas cylinders must include the gas cylinders on the laboratory chemical inventory. A chemical inventory template in Excel is located on the FSHN Safety Forms & Policies website (above).

- _____ Material Safety Data Sheets (MSDS) are available and up-to-date for all chemicals in individual lab groups.

- _____ Quarterly and Yearly lab safety survey inspections and Radiation Safety Lab Audit have been performed and completed forms are placed in the LSM or lab safety binder. The FSHN Quarterly Laboratory Inspection Sheet is located on the FSHN Safety Forms & Policies website (above). Here are links to EH&S’s yearly Lab Safety Survey sheet (<http://www.ehs.iastate.edu/forms/LabSafetySurvey.pdf>) and Radiation Safety Lab Audit form (<http://www.ehs.iastate.edu/forms/radaudit.pdf>).

- _____ Laboratory Emergency Action Plan has been completed & is posted in the lab by the exit door. A template for this form is found at <http://www.ehs.iastate.edu/forms/LEPWTemplateFI.pdf>

The above work needs to be completed by Jan 31 and the completed checklist (and updated chemical inventory) must be sent to Joe Przybyszewski (jprzybys@iastate.edu), 2312 FSB “MacDonald Lab” mail slot.