

Name:	Supervisor
Date:	Department:

Non-ee & MCTS

**Directions:**

1. This form should be completed with your Principal Investigator (P.I.) or their designee within your first week in the lab
2. Send original to John Strong, Environmental Health & Safety; make copies for department records and person oriented

**Emergency Information:**

Locate the nearest fire alarm pull station <input type="checkbox"/> Complete	Review your Area Evacuation Plan <input type="checkbox"/> Complete
Locate your Emergency Assembly Point <input type="checkbox"/> Complete	What number do you dial for an emergency? # _____

<http://www.wakehealth.edu/EHS/EHS-Primary-Programs/Emergency-Information.htm>

**General Lab Safety:**

Locate proper place to store chemicals, flammables and waste in the lab <input type="checkbox"/> Complete	Locate nearest spill box and review procedures for use <input type="checkbox"/> Complete
Locate the nearest hand washing sink <input type="checkbox"/> Complete	Review lab security procedures <input type="checkbox"/> Complete
Locate the nearest eye wash and safety shower <input type="checkbox"/> Complete	Identify the proper break areas (eating, etc) <input type="checkbox"/> Complete
Locate Fume Hood and review proper procedures for use <input type="checkbox"/> Complete <input type="checkbox"/> N/A	Review procedures for dealing with compressed gas cylinders <input type="checkbox"/> Complete <input type="checkbox"/> N/A

<http://www.wakehealth.edu/ehs/chemical-safety/incompatible-materials.htm>

**Biosafety:**

Locate the nearest autoclave and review procedures for use	<input type="checkbox"/> Complete	<input type="checkbox"/> N/A
Locate sharps disposal containers	<input type="checkbox"/> Complete	<input type="checkbox"/> N/A
Locate the biosafety cabinet and review proper procedures for use	<input type="checkbox"/> Complete	<input type="checkbox"/> N/A

<http://www.wakehealth.edu/EHS/EHS-Primary-Programs/Biological-Safety-Overview.htm>

**Hazards & Personal Protective Equipment (PPE):**

Supervisor should help fill in these fields.

Briefly outline the hazards in your work environment:	List the appropriate PPE for your duties:

## Radiation Safety Training: 716-6084

Will you be working with liquid radioisotopes?

- No—continue to next question       Yes—Contact EH&S for enrollment in training class ([ehs@wakehealth.edu](mailto:ehs@wakehealth.edu))

<http://www.wakehealth.edu/EHS/EHS-Primary-Programs/Radiation-Safety-Home.htm>

## Animal Care and Use Committee: 716-3407

Will you be working with any animals?

- No—continue to next question       Yes—fill out “Animal Use Table”, complete appropriate AALAS modules

*Animal use table should be in orientation packet, or you may contact Miranda Moore ([mlmoore@wakehealth.edu](mailto:mlmoore@wakehealth.edu))*

Will you be working with Non-Human Primates?

- No—continue to next question       Yes—contact Andrea Nance for enrollment in NHP training ([anance@wakehealth.edu](mailto:anance@wakehealth.edu))

External link: <http://www.wakehealth.edu/OR/IACUC-Training-for-Reynolda-Campus.htm>

Internal link: <http://intranet.wakehealth.edu/Departments/Office-of-Research/Animal-Research/IACUC-Training.htm>

## Institutional Review Board: 716-4542

Will you be working with Human Research Subjects?

- No       Yes—complete the CITI modules through the IRB office (website and phone # above)

External link: [http://www.wakehealth.edu/OR/Institutional-Review-Board-\(IRB\)-a-part-of-the-Human-Research-Protection-Program-\(HRPP\).htm](http://www.wakehealth.edu/OR/Institutional-Review-Board-(IRB)-a-part-of-the-Human-Research-Protection-Program-(HRPP).htm)

Internal link: [http://intranet.wakehealth.edu/Departments/Office-of-Research/Human-Research/Institutional-Review-Board-\(IRB\)-a-part-of-the-Human-Research-Protection-Program-\(HRPP\).htm](http://intranet.wakehealth.edu/Departments/Office-of-Research/Human-Research/Institutional-Review-Board-(IRB)-a-part-of-the-Human-Research-Protection-Program-(HRPP).htm)

### Signatures:

Person oriented:

Supervisor or designee:

Please return this form to John Strong, EH&S, via interoffice mail  
or email ( [jrstrong@wakehealth.edu](mailto:jrstrong@wakehealth.edu) )