Attention new employee:
The health and safety of employees in the workplace is of utmost importance. New employees need to be educated on the potential safety hazards in their working environment. Each new employee must discuss safety-related issues with his or her supervisor, review and sign this form within the first week of employment. This form should be completed for all staff members including regular employees, graduate students, undergrads and volunteers. (If a line item does not apply, mark NA) Supervisors are to keep this completed form on file.

Employee (print) ____________________________
Unit _________________________________

____Required for all: Cornell Health and Safety Basics from EH&S
date complete:_______________

____Required for all-choose one: Hazard Communication, Laboratory Safety or Office Worker Safety, training from EH&S
date complete:___________

____Required for lab staff: Chemical Waste Disposal training from EH&S
date complete______________

_____ Required if using human or non-human primate blood, blood products, tissues or cell lines: Bloodborne Pathogen training from EH&S:
date complete_______________ (requires annual update)

_____ Required if using: Formaldehyde training from EH&S
date complete______________ (requires annual update)

_____ I have also discussed with my supervisor the possible necessity of required trainings such as: Radiation Safety, Hazardous Shipping, Hydrofluoric Acid, Animal Use and have been shown where to look through an EH&S training catalog for other trainings which may be required or recommended (such as centrifuge use or gas tank safety) for my job.

_____ I am aware that reproductive safety training is available through EH&S.
I have been shown how to access my EH&S safety training records in CU Learn.

Rabies Vaccination: Date complete ________________

I have discussed with my supervisor the need to consider Hepatitis B and Influenza vaccinations: Date complete ______________

I have been shown the locations of the *Cornell Laboratory Safety Manual and Chemical Hygiene Plan* and the *Cornell Emergency Action Guide*.

I have been trained on how to handle this lab’s waste stream including: chemical waste, medical waste, fluorescent light bulbs, batteries and other recyclable items.

I have been shown the location of the spill kits, eyewash stations, AED units and showers and fire extinguishers and have been familiarized in their use.

I have been shown the emergency evacuation routes from my work area.

I have been shown how to access SDS information.

I know the location of emergency phone numbers.

I know the location and use of available Personal Protective Equipment.

I have been educated about appropriate lab attire and where and when to wear my personal protective equipment such as gloves.

I have had a discussion with my supervisor regarding appropriate personal cell phone use during the work day.

I have completed the documentation required and agree to the regulations of this department’s NYS DOH Needle and Syringe policy.

I have been shown the location of lab specific safety information and have been trained on this information.

Signature of Employee________________________ Date_______________

Signature of Supervisor________________________ Date_______________