



Visitor/Volunteer EHS Orientation Checklist for Technical Work Areas

Visitor/Volunteer Name:
Visitor/Volunteer's Signature:
Affiliation (if any):
Date Completed:
Sponsor's Name:
Sponsor's Signature:

Checklist for Technical Areas

(for activities beyond mere observation in Laboratories, Shops, Studios, Operations, Support Services areas, etc.)

Instructions:

Sponsor: If you plan to have a visitor or volunteer participate in activities in a technical area such as a laboratory, shop, studio, operational areas, etc. (e.g. places where chemicals or equipment are used) then complete this form prior to the start of their participation. Review the **Required Knowledge Areas** and associated **Responsibilities** that apply to their potential participation with your visitor/volunteer. Mark the 'Yes' check box once you have completed the review of responsibilities with your visitor/volunteer (If it does not apply, mark the 'NA' box for not applicable). When the checklist is complete, be sure to retain in your records.

Review and check 'Yes' to those that apply once you have reviewed the listed Responsibilities with your visitor/volunteer. Check NA for those that are not applicable.

Required Knowledge Areas (if applicable)	Yes	NA	Responsibilities – Review with your visitor/volunteer those that apply
Laboratory Safe Practices	<input type="checkbox"/>	<input type="checkbox"/>	Review the SCU Laboratory Rules and established Department or Laboratory-specific practices: EHS Website – Laboratory and Shop Safety
Shop Safety	<input type="checkbox"/>	<input type="checkbox"/>	Ensure your visitor/volunteer understands the access, training and supervision requirements for working in your shop location.
MSDS and Chemical Inventory Database	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that your visitor/volunteer knows how to obtain chemical information from MSDSs and how to access MSDSs online: EHS Website – Laboratory and Shop Safety
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	Review the use and storage procedures for your area such as: secondary containment, labeling, segregation, chemical ordering and inventory, etc. Review safe handling procedures for flammable liquids, such as bonding and grounding, proper storage, secondary containment, area limits, etc. EHS Website – Laboratory and Shop Safety NOTE: Any use of high-hazard chemicals (peroxide formers, pyrophorics, water reactives, explosives, highly toxic chemicals, etc.) by your visitor/volunteer must have prior approval of the Department Chair or Dean. Visitor/volunteers should not order or bring chemicals on campus without prior approval from SCU EHS.
Waste	<input type="checkbox"/>	<input type="checkbox"/>	Review the types of waste generated in the area (hazardous, bio-hazardous, sharps, radioactive, medical, universal, etc.). Ensure your visitor/volunteer understands the waste handling and disposal procedures for each, including waste streams and waste containers, labeling, storage requirements, etc. EHS Website – Laboratory and Shop Safety
PPE	<input type="checkbox"/>	<input type="checkbox"/>	Provide training on the use, care, and limits of personal protective equipment used in the area. NOTE: Visitors/volunteers are not authorized to be in areas or do activities requiring respiratory protection.
Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	Show where your area's emergency evacuation map is (found in hallways/corridors). Verify visitor/volunteer knows where your building exits are and the evacuation routes (at least two) to take in an emergency. Show location of your evacuation assembly point: SCU Campus Safety Website



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Required Knowledge Areas (if applicable)	Yes	NA	Responsibilities – <i>Review with your visitor/volunteer those that apply</i>
Emergency Reporting	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that your visitor/volunteer knows how to contact emergency responders (SCU Campus Safety extension x4444 or 408-554-4444 or 911) during or after work hours.
Eyewashes/Showers	<input type="checkbox"/>	<input type="checkbox"/>	Locate the nearest safety showers/eyewashes for your visitor/volunteer and describe the use of them, for example, rinse for a minimum of 15 minutes.
Spills	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that your visitor/volunteer knows to contact you or other designated personnel in case of a spill. NOTE: Visitors/ volunteers are not authorized to clean up spills.
Biosafety and Bloodborne Pathogens	<input type="checkbox"/>	<input type="checkbox"/>	Ensure your visitor/volunteer knows that there are Bloodborne Pathogens or other Biosafety sources in the area and how to be safe in the work space. NOTE: Visitors/volunteers are not authorized to perform activities with Bloodborne Pathogens or other BSL 2 materials.
Radiation Safety	<input type="checkbox"/>	<input type="checkbox"/>	Ensure your visitor/volunteer knows that there are Radiation sources in the area and how to be safe in the work space. NOTE: Visitors/volunteers are not authorized to perform activities with radioactive materials or X-ray generating equipment.
Compressed Gases/Cryogenics	<input type="checkbox"/>	<input type="checkbox"/>	Review the safe use of compressed gases and cryogenic materials. NOTE: Visitors/volunteers are not authorized to perform activities on gas or cryogenic distribution systems.
Fume Hoods	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that your visitor/volunteer understands the use of laboratory chemical fume hoods and their proper use
Equipment/Tool Safety	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that you have reviewed the operating instructions for applicable equipment and tools (such as saws, drill presses, grinders, etc.) and provided training on safe operation of the equipment and tools with your visitor/volunteer.
Laser Safety	<input type="checkbox"/>	<input type="checkbox"/>	Ensure your visitor/volunteer knows that there is a laser in the area and how to be safe in the work space. NOTE: Visitors/volunteers are not authorized to operate lasers without SCU EHS approval.
Other Restricted Activities	<input type="checkbox"/>	<input type="checkbox"/>	Ensure your visitor/volunteer knows that the following are prohibited: Electrical work involving high voltage electrical equipment, electrical circuits, and electrical panels greater than or equal to 50 volts; perform lock-out and tag-out on equipment; work at heights of over 6 feet where no fall protection is in place; work with tools that can create a fire danger such as welding equipment; operate powered lift equipment, e.g. forklift, pallet jack, scissor lift; apply pesticides; and supervise the operations of contractors/students/employees.
Other (indicate any other training that should be documented)	<input type="checkbox"/>	<input type="checkbox"/>	Document training here:
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When complete, retain for your records.