

Appendix II

DEPARTMENT OF ENTOMOLOGY SAFETY FORMS and TRAINING PACKAGE GUIDELINES [Revised 10/02]

A. SAFETY FORMS

- Form I. Safety Log** [To be completed by the PI]
- Form IIa. Work Area Hazard Evaluation Form** [To be completed by the PI]
- Form IIb. Work Area Hazard Evaluation Form** [To be completed the employee]
- Form IIc. Facilities Inspection Report** [To be completed during Staff safety audits]
- Form IId. Safety Information Report Form** [To be completed by employees to make a safety suggestion or complaint]
- Form III. Laboratory Safety Meeting Form** [Use to document safety meeting proceedings]
- Form IV. Safety Orientation for New Employees** [To be completed by all employees]
- Form VI. Supplemental Training Form** [Use to document additional training]
- Form VII. Accident, Injury and Illness Investigation Form** [To be completed by the Entomology Safety Committee]

B. SAFETY TRAINING PACKAGE GUIDELINES

Use the appropriate Form Va – Vf to set up a SafetyNet-based training program for your work place. The selected set of SafetyNets shown on each form cover most common safety issues encountered in the work place. Use the instructions and Safety Training Table in Section III of Appendix I to determine which form to use and which SafetyNets to download for your Training Package.

- Form Va. For Research Laboratories using Hazardous Chemicals.**
- Form Vb. For Research Laboratories using Hazardous Chemicals and having a Radioactive Use Authorization.**
- Form Vc. For Research Laboratories using Hazardous Chemicals and having a Biological Agent Use Authorization.**
- Form Vd. For Research Laboratories that Do Not use Hazardous Chemicals.**
- Form Ve. For General Office Space.**
- Form Vf. For the Harry H. Laidlaw Honey Bee Research Facility.**