

## Research Investigator's Checklist for New Personnel

After boxes are filled in, send copy [chslabsafety@okstate.edu](mailto:chslabsafety@okstate.edu)

<b>Date Form Completed</b>		<b>Start Work (and if temp. End) Date</b> approx.	
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(Non-qualified personnel shall not work with radioisotopes or Particularly Hazardous Substances (PHSS))

Lab Information			
Principal Investigator (PI)		Department	
New Personnel Name		List All Work Locations	
Program Source, if applicable (INBRE, work-study, TABERC, etc.)		Medical Insurance (for emergency situations)	Personal__ or OSU paid__.
Status or Title (undergrad, med-student, technician, high school, volunteer, etc.)		After Hours Access (yes or no)	

### Summary of Research Activities (include possible hazards):

A	Information	Yes	No	Comment
1	Annual "Minors On-Campus Training" for supervisors: <a href="https://hr.okstate.edu/minorsoncampus">https://hr.okstate.edu/minorsoncampus</a> . Once completed, print and provide copy of <b>confirmation page</b> to LSC and Minor Program supervisor.			For supervisors of new personnel who are minors=under 18 yrs. Request release forms from Director of Regulatory Compliance and complete.
2	"Qualified Person": at least 1 year of college-level chemistry AND biology and have received extensive training in a laboratory setting or have been working in a laboratory setting			If no, who will supervise person:
3	Add person to Protocols by entering protocol # on this form, e.g. IACUC, rDNA, Infectious Agent; ensure trained if needed			List protocol #s:
4	Enroll in Occupational Health Program (e.g. vaccines (Hep. B, TDAP, etc.), listed in event of injury, respiratory needs)	x		Contact 918-561-1256
<b>B Personnel In-Lab Training</b>				
1	"In-Lab Safety Orientation Checklist", supervisor completes with person before they begin work, <b>copy to LSC</b>	x		<a href="https://health.okstate.edu/research/resources/forms_.html">https://health.okstate.edu/research/resources/forms_.html</a>
2	"Worker In-Lab Safety Training List", continue to list subjects as they are done-specific to lab, e.g. SOPs, SDSs	x		<a href="https://health.okstate.edu/research/resources/forms_.html">https://health.okstate.edu/research/resources/forms_.html</a>
3	PPE Training + Signature, "Hazard Assessment Tool for Personal Protective Equipment Use", Sections 3 & 4, leave tool and signature page in lab	x		<a href="https://health.okstate.edu/research/resources/forms_.html">https://health.okstate.edu/research/resources/forms_.html</a>
<b>C Personnel Online Training</b>				
1	Blood Borne Pathogen Training (annual) + Quiz, for those who work with blood containing materials or assigned to do first aid	x		<a href="https://health.okstate.edu/research/safety/bloodborne.html">https://health.okstate.edu/research/safety/bloodborne.html</a>
2	Laboratory Safety Training (initial, every 3 years) + Quiz, for those who do lab work	x		<a href="https://health.okstate.edu/research/safety/laboratory.html">https://health.okstate.edu/research/safety/laboratory.html</a>
3	CITI Biosafety Training (initial, every 3 years) + Quiz, for those who work with infectious agents, RG 1 and above, rDNA			<a href="https://health.okstate.edu/research/safety/biological_.html">https://health.okstate.edu/research/safety/biological_.html</a>
4	Radiation Safety Training + Quiz, for those who work with radioactive materials, either "new employee" or "annual"			<a href="https://health.okstate.edu/research/safety/radiation_.html">https://health.okstate.edu/research/safety/radiation_.html</a>
5	Radiation Training for Ancillary Personnel, for those who work in a lab that contains radiation materials			<a href="https://health.okstate.edu/research/safety/radiation_.html">https://health.okstate.edu/research/safety/radiation_.html</a>
6	CITI IACUC Training (initial) + Quiz, for those who work with animals			<a href="https://health.okstate.edu/research/safety/animal.html">https://health.okstate.edu/research/safety/animal.html</a>
7	CITI Human Subject Research Training Course + Quiz			<a href="https://health.okstate.edu/research/safety/human.html">https://health.okstate.edu/research/safety/human.html</a>
8	"Voluntary Respirator Use" briefing for those who are not in an over-exposure (chemical) area but choose to wear respirator voluntarily: read briefing, watch listed videos, print and sign briefing, <b>copy to LSC</b>			<a href="https://ostatemailokstate.sharepoint.com/:w:/s/OSU-CHS/compliance/EQrHGmH06kBHsfBMF_IN1cB93lBm9HlzlN7EDglR69j4g?e=3sCUU1">https://ostatemailokstate.sharepoint.com/:w:/s/OSU-CHS/compliance/EQrHGmH06kBHsfBMF_IN1cB93lBm9HlzlN7EDglR69j4g?e=3sCUU1</a> <a href="https://www.osha.gov/SLTC/respiratoryprotection/training_videos.html">https://www.osha.gov/SLTC/respiratoryprotection/training_videos.html</a>

## Instructions for filling out the “Research Investigator’s Checklist for New Personnel”, revision May 2018

Purpose: A one page form for the Principal Investigator/Supervisor to be able to fill in regarding new personnel who will be working in their laboratories that will list general information, safety information forms and training.

- Watch for any new revisions to “Research Investigator’s Checklist for New Personnel” form and exchange.
- After checking the boxes applicable to the worker’s lab responsibilities, send a copy of the “Research Investigator’s Checklist for New Personnel” **before** the worker begins training, where possible to [chslabsafety@okstate.edu](mailto:chslabsafety@okstate.edu).
- Only send the items that say “copy to LSC” to the Laboratory Safety Coordinator. The other forms need to be kept in the employee safety training documentation in the lab.
- “Date Form Completed” is the date that the PI/Supervisor finish filling in the boxes, not the date that the new worker completes their training.
- Fill in other fields as requested. Below are some with comments.
- Medical Insurance refers to an employee injury in the lab (Workers’ Compensation Insurance): If the worker receives a paycheck from OSU make a check mark at “OSU paid”, if not, the worker will pay for the injury not OSU Workers’ Compensation Insurance so check “Personal”. **Note:** The Student and Employee Handbooks state that all are required to have insurance. The students can get insurance through OSU-Stillwater if desired.
- Section A.4 is new; we have an Occupational Health Nurse who will take care of such things as Hepatitis B vaccinations, TDAP vaccinations for working with animals, etc. You can make contact or the worker can make contact. Whoever makes contact with the Occupational Health Nurse needs to know what the person will be working with in the labs to determine what medical provisions they might need.
- All of section B needs to be checked “yes” if the person is working in the labs. Use the links to get the forms. The forms are all described in the OSU CHS Chemical Hygiene Manual, page 21.
- Section B.3 is a tool that shows workers what Personal Protective Equipment they are to wear for the activities they are doing in the lab. There should be one tool that is completed and kept in each lab as a reference for the workers. The person should be trained on the tool and everyone signs (and dates) the one signature page (the last page of the tool), a new page can be added when one is full (A copy of the tool can be given to the worker if it will be helpful for them to remember what PPE they should wear for what they are doing).
- In regards to Section C the links under the comment column will take the new worker to the training modules.