



SAFETY CHECKLIST FOR UNPAID PARTICIPANTS WITH POTENTIAL EXPOSURE TO WORKPLACE HAZARDS

Applicant and Host Information

Applicant Name:		Date of Birth:
Host Name:	Email address:	
UConn Health Host Department/Division:		
Who will train and supervise the applicant?		

Exclusions:

Any activities involving participants under the age of 18 must comply with the University's Minor Protection Policy and Procedures. The following additional restrictions also apply:

- Minors are prohibited from working or studying with or around radioactive material or radiation-producing equipment, biological agents, hazardous chemicals, power-driven equipment, or high voltage equipment.
- Minors are prohibited from directly working with laboratory animals. Minors cannot enter the vivarium.
- Minors observing animal experiments or potentially exposed to animals by otherwise working areas where animal work is performed must adhere to additional requirements at the discretion of the Office of Environmental Health and Safety.
- Minors are prohibited from entering sensitive locations, which may include clinical care areas, some research areas, and secured unites, at the discretion of Human Resources, the Office of Environmental Health and Safety and the department/unit manager.

Instructions:

As the host, you are accepting the responsibility for ensuring the safety of the participant named above while working under your supervision. Please discuss each item below with the individual. Your initials and signatures verify you have provided the information indicated.

Action Item:	Yes	No
1. Will the participant work in a laboratory? (If yes, contact the Office of Environmental Health and Safety).		
2. Will the participant work in a non-laboratory area with the potential for exposure to hazardous chemicals? (If yes, contact the Office of Environmental Health and Safety).		
3. Will the participant work with or in an area with radioactive materials, equipment producing ionizing radiation, or lasers? If yes, contact the Office of Environmental Health and Safety as training must be completed).		
4. Will the participant work with laboratory animals? If yes, contact the Office of Environmental Health and Safety).		
5. Will the participant be exposed to human blood or infectious materials? (If yes, contact the Office of Environmental Health and Safety).		
6. Will the participant require personal protective equipment? (If yes, then the participant's supervisor must provide it, train the student in its proper use, and inform him/her about the tasks requiring such use).		

Action Item:	Participant Initials	Host Initials
7. Participants are prohibited from working with hazardous materials, including blood-borne pathogens, chemicals, radiation and/or stored energy (e.g. steam, electricity, hydraulics). This is consistent with UConn Health Policy 2002-52 .		
8. Discuss safety procedures regarding:		
a) Use of autoclaves		
b) Disposal of hazardous wastes, expected as directed by the Principal Investigator		
c) Work with hazardous chemicals except for those used in the quantities and manner approved by the P.I.		
d) Activities or work with unfixed human materials and other potentially infectious materials that could result in potential exposure (splash, contaminated sharps, etc.) irrespective of any personal protective equipment use		
e) Use of lasers or systems containing lasers		
f) Work with radioactive materials and/or radiation producing equipment (i.e., x-ray)		
g) Other Department restrictions		
9. Discuss location and use of emergency eyewash and location of emergency shower (without shower activation). Stress that in case of contact with a hazardous material immediately flush that body area with copious amounts of water.		
10. Brief participant on emergency evacuation procedures, the location of the laboratory assembly point, dialing of x7777 or 911 for emergency assistance and location of fire pull stations.		
11. Brief participant that in case of a spill that they are: to leave the immediate area, not clean it, and promptly seek assistance from the Host or Office of Environmental Health and Safety.		
12. Provide at no cost to the participant appropriate personal protective equipment. The participant should not be doing tasks with potential for a liquid splash of hazardous materials or airborne objects.		
13. Discuss protective gloves and what glove to use and provide these at no cost.		
14. Emphasize that no food or drink is allowed in laboratory areas where chemicals, radioactive materials and human materials/infectious agents are used.		
15. Outline the authorized activities, the potential risks and the procedures and equipment that must be followed to minimize those risks. Specific items covered may be listed below. _____ _____ _____		
16. Designate yourself (and a staff member if possible) as responsible for supervising the participant and answering questions. NOTE: Participants under 18 cannot be unattended in the laboratory.		
17. Outline the UConn Health mandate for prompt reporting of any injury or exposure that may affect health. The applicant must report this to BOTH the Host and Human Resources at x8367. Participants requiring medical evaluation or emergency treatment should visit the Emergency Department.		

Keep a copy of form in participant file and return original form to the Office of Environmental Health and Safety

Host Signature

Date

Participant Signature

Date