

Applicant's Name: _____ Print First Name: _____ Last Name: _____

Risk Assessment Form

Instructions to Supervisor and Applicant: To help address both your employee's risks of working in a research environment and the University's compliance risk, you must complete and sign, and review this form, with your employee. In addition to generic training provided by EHS and ARCM you must train your employee in job – or lab – specific safety procedures and policies. Your employee must complete the specified training before she/he will be eligible to receive a permanent Harvard University ID. If his/her job duties change and they affect the Risk Assessment Form, you must complete a new Risk Assessment Form and instruct the employee on new hazards and have them attend the required training.

Supervisor Statement: *"I certify that I have completed the Risk Assessment Form for this employee and instructed him/her on specific safety procedures."*

Supervisor Signature: _____ Date Signed: _____ Phone: _____

Supervisor Name Printed: _____ Department: _____

Training Complete

Attach training certificate of completion or obtain signature to document completion.

(Check Risks that apply)

Training Required

<input type="checkbox"/>	Routine use of computers (> 4 hours/days or, > 20 hours/week)	Complete on-line web-based office Ergonomics Self-Assessment and Training (on EHS Department Home Page- http://www.uos.harvard.edu). Print online training certificate.	Complete as soon as you receive your ID.
<input type="checkbox"/>	Biological Agents (BLI, 2, or 3) Human Blood Unfixed Human Materials Primary Human Cell Lines	<ul style="list-style-type: none"> • Attend New Research Orientation. Training is offered on the third Thursday of each month, 12:00. Call EHS Department (432-1720) for location. • Supervisor must provide and instruct you on the proper selection, use and maintenance of personal protective equipment (gloves, eye/face protection, lab coat, other skin protection, for example). Supervisor must complete Blood Borne Pathogens and Exposure Determination and Hepatitis B Vaccine Form. • Obtain Hepatitis B Vaccine at University Health Service (432-1370) or submit Vaccine Declination Form. • Supervisor must review the lab's Blood Borne Pathogens Exposure Control Plan with you. • Annually hereafter, complete web-based refresher Blood Borne Pathogens Training on EHS Home page. (http://www.uos.harvard.edu) 	<p style="text-align: center;">_____ Supervisor signs above.</p> <p style="text-align: center;">_____ Supervisor signs above.</p>
<input type="checkbox"/>	Using a NIOSH-approved "respirator". (Note: "Comfort" or dust or surgical masks do not adequately filter hazardous agents and may not be used for respiratory protection).	Obtain medical clearance for use of respirator from University Health Service (432-1370) and contact EHS Department (432-1720) for respirator training & fit-testing.	
<input type="checkbox"/>	Shipping infectious or biological material, including DNA	Complete Department of Transportation Training offered by EHS Department. Call 432-1720 for next scheduled training before shipping.	
<input type="checkbox"/>	Radionuclide or x-ray producing devices.	Attend EHS Department's Radiation Safety Training. Call 432-1720 for schedule.	

OSHA-Specified Hazards

Training Required

Training Complete

(Check Risks that apply)

Attach training certificate of completion or obtain signature to document completion.

<input type="checkbox"/>	Hazardous Chemicals or Hazardous Chemical waste.	<ul style="list-style-type: none"> View "Right-to-Know" video at the ID office. Your supervisor must provide training about working safely with the chemicals in your job. Supervisor must review lab-specific safety procedures and the chemical Hygiene Plan on the EHS Home Page. Attend New Research Orientation. Training is offered on the third Thursday of each month, 12:00. Call EHS Department (432-1720) for location. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Excessive noise (e.g.: areas where you have to shout to be heard) Ethylene Oxide (ETO) Asbestos Benzene Potential for Formaldehyde Exposure (e.g.: frequent use or open containers at the bench, perfusion, or necropsies of large animals) Lead Methylene Chloride Nitrous Oxide	<ul style="list-style-type: none"> Call EHS Department (432-1720) for training and monitoring needs about these chemicals which have specific OSHA requirements. 	
<input type="checkbox"/> or	Animals, Animal Carcasses, Animal Tissue or Cell Lines, Bedding, or Waste. Check one of the following: Amount of Animal Contact Risk Group A: No direct contact with experimental animals. No animals used in immediate area. Incidental contact only.	Read the "Safe Use of Laboratory Animals at Harvard Longwood Campus". (Introduction and Risk Group A). Sign form indicating that you have read and understand the safety requirements of your position.	Read the "Safe Use of Laboratory Animals at HLC" booklet. Sign below to verify that you have received the booklet.
<input type="checkbox"/> or	Risk Group B: No direct contact with experimental animals or animal tissue. Works in an area where animals are commonly used.	Read the "Safe Use of Laboratory Animals at Harvard Longwood Campus" (Introduction and Risk Group B). Sign form indicating that you have read and understand the safety requirements of your position.	Applicant Signature
<input type="checkbox"/>	Risk Group C: Frequent contact with experimental animals, animal tissues, waste products, body fluids or bedding.	<ul style="list-style-type: none"> Read the "Safe Use of Laboratory Animals at Harvard Longwood Campus" (Introduction and Risk Group C). Sign form indicating that you have read and understand the safety requirements of your position. Attend safety training scheduled by Animal Resources Center (ARCM) (432-1285) Attend "Principles of Animal Care and Use" seminar or complete web-based training modules. (432-1285) Obtain facility-specific instruction provided by ARCM staff, as required. (432-1285) 	Read the "Safe Use of Laboratory Animals at HLC" booklet. You will not receive your access card for animal facilities until you have been trained by the ARCM's Associate Director for Animal Care.