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מכון ויצמן למדע
WEIZMANN INSTITUTE OF SCIENCE

יחידת הבטיחות
Safety Unit

Departmental Safety Training

Safety Warden name: _____

Date of training _____ Employee name _____ Passport no./ID _____

Department _____ PI name _____

Email _____

	Subject	Guidelines	Confirm	
			Yes	No
1	Hazards in workplace	The employee read the Annual Safety Program (ASP) specific to the group, and have signed a declaration at the end of the program, stating that he/she have read the ASP, understands the risks relevant to their work, including the specific instructions and safety measures for each risk. A signed copy will be kept in the lab (don't send it to the safety unit).		
2	Passages/stairs/fire doors & emergency exits	The employee is familiar with the building's emergency exits and received instruction not to block stairs/passages/fire doors		
3	Emergency masks and fire extinguishing equipment	The employee is familiar with the location of the equipment inside the building and knows how to use it when required		
4	Emergency showers and eye washers	The employee knows where the building's emergency showers and eye showers are located, and is familiar with their operation in case of exposure		
5	Gas cylinders	Gas cylinders must be secured/anchored, otherwise the employee should inform the departmental secretary		
6	Electricity	The employee knows that several devices may not be connected to a single wall socket using a power strip. The employee knows that using an European electrical socket cancels the ground. Therefore, <u>it is prohibited</u> to use European sockets at the Institute		
7	Chemical hoods	The employee must ensure: 1. The hood's slots are not blocked 2. The sash is in the correct position while working 3. The hood's safety test is valid (label attached to the hood's panel)		
8	Personal protective equipment (PPE)	The employee must use PPE (such as a lab coat/gloves/safety glasses/closed shoes) in accordance to the hazards and the procedure		
9	Laboratory hazardous waste	The employee is familiar with laboratory hazardous waste disposal procedures and the location of required tools (including waste disposal containers, labels, designated waste disposal bags, broom and dustpan). The employee was informed how to use the correct sticker at the safety unit web site under "chemical's stickers" and the WeizmannNet application was demonstrated.		
10	Treatment of chemical spills (vermiculite containers)	The employee knows where the containers are stored and familiar with their usage		

11	First aid kit	The worker knows the location of the first aid kit		
12	Delivery of equipment for repair	The employee knows how to clean the equipment before delivering it to repair/removal, and must sign and post the appropriate labels on the equipment		
13	Working with radiation (NMR/Laser/Radioactive)	The employee must inform the laser & radiation safety officer, Yehuda Moshayev, if using the following: 1. Laser 2. Radioisotopes/X-rays emitting machines/accelerators/NMR yehuda.moshayev@weizmann.ac.il or internal ext. 5155		
14	Training	The employee was notified that he should attend a one day safety training at the safety unit. The employee should register ASAP at safety.training@weizmann.ac.il		

15. By signing this certification form, I acknowledge that I'm aware of the WIS Safety policies and procedures applicable to the WIS laboratory standards and have attended a preliminary training session on the applicable details of the Safety Regulations provided by the departmental Safety Warden.

Date

Safety warden

Employee