

**UNIVERSITY OF NOTRE DAME
RADIATION LABORATORY**

Safety Document Checklist for New Coworkers

1) For all **paid and unpaid** adults (≥ 18 years old)

- Coworker and PLC sign Departmental *Safety Compliance Form* (PLC keeps on file)
- Coworker and PLC sign *Employee PPE Knowledge Certification Form* for PPE requirements in addition to routine eye protection, lab coats, and gloves (PLC keeps on file)

1.1) For all **non-appointed** adults

- Coworker signs University's *Scientific Research Waiver, Release, and Indemnification Agreement* (PLC submits original to RMS; PLC keeps copy on file)

2) For all **paid and unpaid** minors (≤ 17 years old):

- PLC completes *Proposed Project Checklist for Minors Performing Research in Laboratories* (PLC forwards to RMS)
- Parent/guardian, minor, and PLC sign Departmental *Safety Compliance Form--Minors* (PLC keeps on file)
- Minor and PLC sign *Employee PPE Knowledge Certification Form* for PPE requirements in addition to routine eye protection, lab coats, and gloves (P.I. keeps on file)

2.1) For all **paid** minors:

- Parent/guardian completes *Consent for Emergency Medical Treatment Form for Employed Minors* (PLC keeps on file)

2.2) For all **unpaid** minors:

- Parent/guardian signs University's *Scientific Research Waiver, Release, and Indemnification Agreement for Minors* (PLC submits original to RMS; PLC keeps copy on file)
- Parent/guardian completes *Consent for Emergency Medical Treatment Form for Visiting or Volunteering Minors* (PLC keeps on file)