

# Water Science & Engineering Laboratory New Student Employee Checklist:

This must be completed at the beginning of employment. Contact Chris Worley (Lab Manager) in room 142.

1. Read WSEL Chemical Hygiene Plan   
(Sign review sheet-provided by building manager)
  
2. WSEL Tour
  
3. Complete WSEL Employment Information Form
  - 3.1 Name
  - 3.2 Email
  - 3.3 Name of Supervisor
  - 3.4 Ending Date of Employment (if known)
  
4. Complete Key Sign-Out Form (if needed)
  
5. WSEL Policies/Procedures
  - 5.1 Purchasing
  - 5.2 Lab Safety (safety glasses)
  - 5.3 Driving State Vehicle
  - 5.4 After Hours Pass
  - 5.5 Timesheets
  - 5.6 Phones
  - 5.7 Copy/Fax Machine
  - 5.8 Photo Board
  - 5.9 Power Tools

New Employee \_\_\_\_\_ Date \_\_\_\_\_

Building Manager \_\_\_\_\_ Date \_\_\_\_\_