

**PLEASE FILL IN YOUR PERSONAL INFORMATION**

**FIRST NAME**

**LAST NAME**

**DEPARTMENT**

**TEL. #:**

**BOX#**

**DATE:**

**I WORK FOR: (Check all that apply)**

New York State (OMH)  
Columbia University

Research Foundation (RFMH)  
Volunteer

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**CHECK THE BOX NEXT TO THE CORRECT ANSWER**

**1. P.I.'S EMERGENCY NUMBER IS:**

- 555
- 5455
- 5555

**2. THE MOST EFFECTIVE WAY TO PREVENT THE SPREAD OF INFECTION IS TO:**

- wear a mask when working with patients
- take vitamins
- wash hands

**3. SHARPS SHOULD BE:**

- carefully washed for re-use
- discarded in red sharps containers
- tied together and thrown away in red bag waste

**4. SMOKING IS NOT PERMITTED:**

- in the stairwells
- in private offices
- anywhere in the Institute

**5. IF I AM INVOLVED IN AN ACCIDENT AT WORK, I SHOULD:**

- always fill out an accident report available on the ServiceNet and at Safety
- go straight home
- fill out an accident report available on the ServiceNet and at Safety, only if I'm seriously hurt

**6. IF I AM THREATENED AT WORK, I SHOULD:**

- keep it very quiet
- report it only if it happens again
- report it to my supervisor and safety

**7. A SAFETY DATA SHEET (SDS) PROVIDES INFORMATION ON:**

- how to use a chemical safely
- emergency and first aid procedures for specific chemicals
- both a & b

If you have an email client application, such as OUTLOOK, installed on your computer, you can click on the "Email Completed Form" button below. If you do not, please follow the instructions on the ServiceNet Education and Training page.