**Site-Specific Safety Orientation & Training for Laboratory Personnel**

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| Name of Trainee: | PI/Lab Group: |
| Name of Trainer: | Date: |

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| **Initial** | **Topic** | **Action** |

**EMERGENCY PROCEDURES**

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|  | **Fire Alarm Pull Station** | Show location(s) and proper activation |
|  | **Eye Wash/Safety Showers** | Show location(s), proper use and proper duration of use (10-15 minutes until emergency help arrives) |
|  | **Spill Procedures** | Show location(s) of spill kit(s), SafetyNet #13 and #127 (if applicable), explain procedures. Trainee describe procedures |
|  | **First Aid Kit(s)** | Location(s) and description of contents. Describe injury reporting requirements. |
|  | **Phone** | Dialing instructions, “911” dialing instructions, [bomb threat card](http://chemistry.ucdavis.edu/safety/files/ucd-bomb-threat-card.pdf). |
|  | **Emergency Response Guide** | Location(s) of flipchart guide, discuss scenario actions |
|  | **Emergency Action Plan** | Review Emergency Action Plan. Demonstrate paths to designated emergency assembly area for the lab. Review evacuation procedures for persons with a disability, if applicable. |
|  | **Warn Me** | Enroll in UC Davis *Warn Me* emergency alert system. |

**ENGINEERING CONTROLS**

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|  | **Chemical Fume Hood(s)** | Demonstration of proper use, instruction on adjustable controls, flow sensor and alarm, certification documentation, training requirements. |
|  | **Biological Safety Cabinet(s)** | Demonstration of proper use, instruction on adjustable controls, certification documentation, training requirements. |
|  | **Chemical Storage Locations** | Location(s) and segregation rules, volume limits (>10 gallons requires flammable liquid storage cabinet). |
|  | **Glove Box(es)** | Demonstration of proper use, instruction on adjustable controls, requirements for use documentation. |
|  | **Other** | Describe in detail other engineering control(s). |

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**ADMINISTRATIVE CONTROLS**

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|  | **Campus Laboratory Safety Manual and Chemical Hygiene Plan** | How to access and content description. |
|  | **Department Safety Documents** | IIPP, EAP, Medical Waste Management Plan (if needed) – How to access and content description |
|  | **Lab-Specific Laboratory Safety Plan** | Location and content description. Describe required approvals, laboratory safety rules and PI safety expectations. |
|  | **Standard Operating Procedures** | Location and content description. Areas/processes requiring specific SOP use. |

**PERSONAL PROTECTIVE EQUIPMENT**

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|  | **Determine hazard-specific PPE** | Include new personnel into Lab Hazard Assessment Tool (LHAT) and assure review of hazard assessment and training. PPE can be obtained at Vet Med Central Stores. |
|  | **Lab Coat** | From LHAT recommendation, provide at no cost to the employee, properly fitted lab coat(s). Location for laundry drop off and pick up. |
|  | **Eye Protection** | From LHAT recommendation, provide at no cost to the employee, properly fitted safety eyewear. If prescription eyewear is indicated, provide request paperwork. |
|  | **Gloves** | Locations. Provide knowledge and resources to select correct type and fit. Instruct in proper procedure to don and doff |
|  | **Other PPE** | Detail additional PPE that may be required (e.g., cryogen handling). |
|  | **Note:** “properly fitted” means lab coat should fit comfortably in the shoulders, sleeve length, overall length, and across the chest. Should cover the tops of the thighs when seated. Eyewear should be comfortable to wear, fit close to the nose bridge and cheek. | |

**OTHER**

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|  | **Hazardous Waste Management** | Overview of laboratory hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup procedures. |
|  | **Safety Data Sheets** | How to access and content review |
|  | **Specialized Equipment** | Review of safety procedures for proper operation (e.g., UV light, lasers, high voltage equipment, high/low vacuum). Describe in detail. |

*Prior to completing this site-safety orientation and training checklist, all laboratory personnel must have successfully completed the “UC Laboratory Safety Fundamentals” online course. Completion of this training is required prior to personnel being granted unescorted access to the laboratory. This serves to satisfy components of the “University of California Policy – Laboratory Safety Training” and the “UC Davis Policy, PPM 290-50.”*

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(Trainee Signature) (Trainer Signature)